Head of Finance

Esgobaeth Bangor
The Diocese of Bangor

Job Description and Person Specification

Employer	The Bangor Diocesan Board of Finance Ltd
Reporting to	Diocesan Secretary
Responsible to	The Bangor Diocesan Board of Finance, through the Diocesan Secretary
Base	Tŷ Deiniol, Bangor. The postholder will be required to attend meetings outside normal working hours from time to time, as well as travel across Wales (and occasionally further afield) as part of the requirements of the role
Hours	35 hours per week
Salary	£50,000 - £55,000
Responsible for	Finance team and any other staff or contractors allocated to the finance department

About the role

The Diocese of Bangor serves communities across North West and Mid Wales. Through Tîm Deiniol, the Bangor Diocesan Board of Finance (DBF) provides finance, governance, safeguarding, property, administrative and operational support to Ministry Areas, clergy, trustees and diocesan activities.

The Head of Finance will be the Diocese’s senior professional lead for financial management, working closely with the Diocesan Secretary and trustees to strengthen financial leadership, controls, planning and organisational resilience.

Purpose of the post

- Act as the Diocese’s senior professional adviser on finance, providing authoritative advice, assurance and constructive challenge to the Diocesan Secretary, trustees and senior leaders.
- Provide strategic leadership and overall accountability for the finance department, setting its direction, standards and priorities and leading the finance team.
- In conjunction with the Bishop and the DBF Trustees lead the development and delivery of the DBF’s financial strategy, annual budget, rolling three-year financial plan, forecasting and scenario modelling, supporting sustainable and balanced budgets.
- Provide strategic oversight of reserves, cash, investments and treasury management, advising trustees on risk, liquidity, investment performance and the long-term financial needs of the Diocese.
- Establish and maintain effective financial governance, controls, systems and reporting, enabling trustees and senior leaders to make well-informed decisions and fulfil their responsibilities.
- Ensure compliance with relevant charity, company, accounting, audit, taxation, payroll, pension and regulatory requirements, and lead relationships with auditors, investment managers and other professional advisers.
- Oversee the financial services provided to BDT and other charities, trusts, boards and funds supported by Tîm Deiniol, while preserving each body’s separate legal identity, governance and trustee responsibilities.
- Develop a professional and responsive finance service that strengthens financial accountability across the Diocese and supports Ministry Areas, mission and long-term organisational sustainability.

Key Accountabilities

1. Strategic financial leadership and planning

- Advise the Diocesan Secretary, DBF Chair, trustees and relevant committees on the DBF’s financial position, outlook, risks and options.
- Lead the development and regular review of a clear financial strategy aligned with diocesan priorities, mission and available resources.
- Prepare the annual budget and a rolling three-year financial plan, supported by realistic assumptions, sensitivity analysis and clear options for achieving financial sustainability.

- Maintain effective cash-flow forecasting and treasury arrangements, ensuring funds are held and invested in accordance with approved policies and risk parameters.
- Contribute as a senior member of Tîm Deiniol to organisational planning, business cases, project appraisal and change management.

2. Management information and trustee reporting

- Produce accurate and timely monthly management accounts, forecasts and cash-flow information, with clear commentary on variances, risks and actions.
- Develop concise dashboards and reports that enable trustees and non-finance colleagues to understand performance and make well-informed decisions.
- Attend DBF and relevant committee meetings, presenting reports and providing professional advice and challenge.
- Ensure that financial decisions, delegated authorities and actions are recorded, followed through and reflected in forecasts.
- Provide financial input to the corporate risk register and ensure significant financial risks are identified, assessed, monitored and mitigated.

3. Financial control, systems and processes

- Lead a full review and continuing improvement of the financial control framework, including documented procedures, reconciliations, authorisation limits, segregation of duties and audit trails.
- Maintain effective systems for income, expenditure, purchasing, expenses, banking, payroll, pensions, debtors, creditors, restricted funds, grants, projects and fixed assets.
- Ensure all balance-sheet accounts, bank accounts and control accounts are reconciled promptly and reviewed independently at an appropriate level.
- Maintain fit-for-purpose finance systems and data, making effective use of Xero, spreadsheets and other digital tools while protecting information and access rights.
- Develop and monitor a practical programme for addressing control weaknesses and recommendations arising from audit, governance review or trustee scrutiny.

4. Statutory reporting, audit and compliance

- Lead the preparation of the DBF's annual statutory accounts and trustees' report, ensuring compliance with applicable accounting standards, the Charities SORP and Companies Act requirements.
- Lead the annual external audit, maintain an effective working relationship with the auditors and ensure agreed recommendations are implemented.
- Ensure accurate and timely submissions to the Charity Commission, Companies House, HMRC, pension providers and other relevant bodies.
- Maintain appropriate records and controls for payroll, PAYE, National Insurance, pensions, VAT and other taxes, taking specialist advice where required.
- Keep abreast of relevant legal, regulatory and professional developments and advise the Diocesan Secretary and trustees on their implications.

5. Income, funding, reserves and investments

- Oversee the administration, monitoring and reporting of the Bishop's Ministry Fund and other income due from Ministry Areas.
- Maintain clear oversight of provincial funding, grants, restricted funds and designated funds, ensuring expenditure and reporting comply with the relevant terms.
- Advise on reserves, liquidity, investment and treasury policies and monitor performance against policies approved by trustees.
- Support funding applications, project budgets and financial appraisals, ensuring full-cost and long-term sustainability implications are understood.
- Maintain constructive relationships with the Representative Body of the Church in Wales, banks, investment managers, funders and professional advisers.

6. Ministry Area and diocesan support

- Develop clear and accessible finance support offer for Ministry Areas, including guidance, templates, training and proportionate advice.
- Support Ministry Areas to strengthen budgeting, financial controls, annual accounts, independent examination or audit, cash management and trustee understanding.
- Promote consistency and good practice while recognising the responsibilities of individual Ministry Areas and their trustees.

- Work collaboratively with Archdeacons, Area Deans, Ministry Area leaders, administrators and treasurers to identify needs and resolve issues.
- Communicate complex financial matters in plain language and, where appropriate, through the medium of Welsh.

7. Leadership and management of the finance department

- Line manage, support and develop finance staff, setting clear responsibilities, objectives, standards and priorities.
- Design an effective finance-team structure with appropriate resilience, capacity, segregation of duties and cover for key processes.
- Plan workloads and deadlines so that routine processing, reporting, statutory duties and improvement work are delivered reliably.
- Build a service culture that combines helpfulness and collaboration with professional independence, sound judgement and accountability.
- Manage relevant external providers and professional advisers, ensuring value for money and clear accountability.

Key working relationships

- Diocesan Secretary, Bishop, Chair and trustees of the Bangor Diocesan Board of Finance
- Members of Tîm Deiniol and relevant diocesan committees
- Archdeacons, Area Deans, clergy, Ministry Area leaders, administrators and treasurers
- Representative Body of the Church in Wales and colleagues in other dioceses
- External auditors, accountants, banks, investment managers, insurers, solicitors, pension providers, funders and regulators

General responsibilities

- Work in sympathy with the Christian ethos, mission and values of the Church in Wales and contribute positively to the shared life of Tîm Deiniol.
- Promote the use of Welsh and English in accordance with diocesan policy and support the Diocese’s commitment to the Welsh language.
- Comply with diocesan policies relating to safeguarding, equality, health and safety, data protection, confidentiality and information security.
- Undertake relevant professional development and maintain the knowledge required for the role.
- Work flexibly, including occasional evening meetings and travel within the Diocese, with reasonable notice.
- Undertake other duties consistent with the seniority and purpose of the post, as reasonably required by the Diocesan Secretary.

Person Specification

	Essential	Desirable
Qualifications and professional standing	• CCAB-recognised accountancy qualification (for example ACA, ACCA, CIPFA or equivalent). • Evidence of continuing relevant professional development and up-to-date technical knowledge.	• Degree or equivalent level of education. • Relevant leadership or management qualification.
Strategic and senior-level experience	• Substantial post-qualification experience in a senior finance role with significant budgetary responsibility. • Experience of financial strategy, multi-year planning, budgeting, forecasting, scenario modelling and cash-flow management. • Experience of advising a board, trustees or senior leadership team and communicating implications clearly. • Evidence of improving financial sustainability and supporting organisational change.	• Experience in a charity, faith-based, membership or other not-for-profit organisation. • Knowledge of the Church in Wales and diocesan structures.

	Essential	Desirable
Technical finance experience	• Strong knowledge of financial controls, management accounting, statutory reporting, audit and risk management. • Experience of producing or overseeing compliant charity/company accounts and managing an external audit. • Experience of payroll, pensions, tax compliance, restricted funds, grants and reserves. • Advanced Excel skills and confident use of accounting systems, including the ability to improve systems and reporting.	• Experience of Xero. • Experience of investments, treasury management, project accounting or grant-funded activity.
Leadership and relationships	• Successful experience of leading, managing and developing staff. • Ability to establish clear accountability, prioritise competing demands and deliver reliably to deadlines. • Ability to build trusted relationships while exercising professional independence, judgement and constructive challenge. • Collaborative approach and ability to work effectively with colleagues, clergy, volunteers and external advisers.	• Experience of supporting geographically dispersed or volunteer-led organisations.

	Essential	Desirable
Communication and personal qualities	• Ability to explain complex financial information clearly to finance and non-finance audiences. • High standards of integrity, discretion, accuracy and accountability. • Analytical, pragmatic and solutions-focused approach. • Commitment to equality, bilingual working and the mission and values of the Diocese. • Ability to travel across the Diocese and attend occasional evening meetings. • Fluency in both Welsh and English	

Main Terms and conditions

Contract	Permanent, subject to satisfactory completion of a six-month probationary period
Hours	35 hours per week. Flexible working arrangements may be available, subject to the needs of the role.
Salary	£50,000 - £55,000
Pension	Defined contribution pension scheme: employer contribution 10%; employee contribution in accordance with scheme rules
Annual Leave	28 days per annum, plus bank holidays
Location	Tŷ Deiniol, Bangor. The postholder will be required to attend meetings outside normal working hours from time to time, as well as travel across Wales (and occasionally further afield) as part of the requirements of the role
Expenses	Reasonable authorised expenses reimbursed at the DBF’s agreed rates

How to apply

To apply, please complete the application form and return it by email to Joanna Thomas at joannathomas@cinw.org.uk.

The closing date for applications is noon on 18 August 2026.
For an informal and confidential discussion about the role, please contact Joanna Thomas:

- Email: joannathomas@cinw.org.uk
- Telephone: 07951 852255

Recruitment timetable

- Closing date: Noon on 18 August 2026
- Interviews: 4 September 2026

Interviews will take place at Tŷ Deiniol, Bangor. Shortlisted candidates will be advised of the arrangements and any additional interview requirements.

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