

Diocese of London
Director of Finance and Operations



Job Profile

These notes provide information on the appointment of the Director of Finance and Operations to the Diocese of London. Section 10 on page 6 provides details on how to apply. Please note that applications must be received at dlfd@macaulaysearch.com by noon on Friday 4th June.

1. London Diocesan Fund

The London Diocesan Fund exists to support the mission of God's church in London. Our strategic framework is known as the "London Challenge", our focus is mission and proclaiming the Gospel in this city.

The London Diocesan Fund is the administrative body for the Diocese of London. It principally finances the stipends, pensions and housing costs of the clergy of the Diocese.

The Director of Finance and Operations is the Chief Financial Officer of the London Diocesan Fund and associated organisations. He or she shares responsibility for delivering the London Challenge objectives, particularly that of a balanced general fund budget. This requires professional finance skills, aligned to the mission of the Church.

2. The Diocese of London

The Diocese covers the majority of the Greater London area north of the River Thames and west of the River Lea, together with some parishes in the county of Surrey. The population is approximately 3,500,000. The Diocese is predominantly urban, with some rural parts on its western fringes. The Diocese comprises five Episcopal Areas each with an Area Bishop and Archdeacon (the Two Cities (London) Area has two Archdeacons) exercising pastoral care and jurisdiction in that area. In addition the Bishop of Fulham, pursuant to the Episcopal Ministry Act of Synod 1993, the Code of Practice 1994 and the London Plan, exercises agreed Episcopal duties in those parishes which have petitioned the Bishop of London. Each Area has its own Area Council. There are over 400 parishes in the Diocese which are grouped into 24 Deaneries. Details of the organisation may be found on the Diocesan website www.london.anglican.org

There are presently 540 Stipendiary Clergy and parishes have 68,000 people on their electoral rolls.

Diocesan annual income is approximately £31m. Assets total £346m and trust funds £20m, making it one of the top 30 biggest charities in the UK.

3. Structure of the Diocesan organisation

The Diocese of London is structured in a traditional Church of England way with the Diocesan Bishop in Synod as the ultimate source of authority.

The Bishop is supported by his Council which consists of ex-officio, elected and nominated members.

The Finance Committee also consists of ex-officio, co-opted, nominated and elected members and to it the Diocesan Bishop's council delegates the financial and property business of the Diocese.

4. Job Purpose

The Director of Finance and Operations reports to the General Secretary and CEO and will be a member of his Management Group.

She or he is responsible for the provision of sound advice on financial strategy and policy and the provision of financial management and accounting services for the Fund, its subsidiaries and associated organisations (e.g. the BLF and the LDBF). He or she is responsible for compliance with all statutory and other financial reporting arrangements and for the preparation of the Annual Report and Accounts and the filing of returns with the Charity Commission, Companies House and other official bodies. She or he is responsible for the system of risk assessment and management and the internal control system, advising the General Secretary as appropriate.

She or he is responsible for the preparation of the annual budget and its submission to the Bishop's Council and Synod and for monitoring achievement against budget and proposing any necessary and consequential remedial action.

He or she is responsible for the provision of advice and support to Areas and parishes through the Finance Advisers.

She or he is responsible for information and communications technology strategy and its implementation.

He or she is the line manager of the Head of Human Resources. She or he is responsible for ensuring there is effective HR support to the Diocese in respect of employees and clergy covered by the Clergy Terms of Service legislation and that office services (postal etc) are provided efficiently and effectively.

She or he is the line manager to the Synodical Secretary and is responsible for ensuring that there are effective governance arrangements for the charity.

5. Nature and Scope of the Job

The Diocese has broken even on general fund for the last five years and plans for balanced budgets every year. The Diocese requires a senior person who takes management responsibility for all aspects of the finance of the Diocese.

The management role also encompasses management responsibility for the information and communication technology support, Human Resources and the Synod department which supports the various governance bodies of the Diocese.

6. The Director of Finance and Operations will have-

- a) Management responsibility for the Finance Department (currently 10 posts) and I.T Department (currently 2 posts), HR department (2 posts), Support Services (2 posts) and Synodical Secretary (1 post).
- b) Responsibility for service delivery to the Diocese of the Finance, ICT, HR and Synod departments.
- c) Responsibility with colleagues to deliver the Diocesan Strategy, with particular emphasis on the financial challenge.
- d) With the advice of relevant advisory groups, responsibility for the cash flow, treasury and asset management of the Diocese.
- e) Accountability to the Finance Committee and the Audit Committee on matters which fall within their terms of reference.

In addition to having financial expertise, the Director of Finance and Operations will be expected to have the ability to-

- Run the day to day operations of the London Diocesan Fund
- Solve problems of the day with pragmatism and imagination
- Sponsor and drive improvement in service delivery
- Contribute to the framing and achievement of the London-wide strategic objectives for the Church
- Actively develop direct line reports
- Be an excellent participant in the management team of the London Diocesan Fund and senior team across the Diocese.

7. Person Specification

The successful applicant should-

- Have strong management skills
- Have a professional accountancy qualification
- Be an excellent communicator in the written and spoken word in English
- Have experience in compliance and governance
- Possess good I.T. skills

- Have energy and vision
- Be in sympathy with the aims and ethos of the Church of England
- Give confidence to the Diocese as a whole that the financial affairs and other functions under his/her responsibility are being properly managed.

8. Terms and Conditions of Service

i. Salary

The salary will be of the order of £70,000 a year. Annual increments take effect from 1st April each year but are not guaranteed.

ii. Pension

The appointed person will be eligible to join the occupational pension scheme after three months service. The LDF will contribute 15% of pensionable salary to the defined contribution scheme provided that the employee contributes at least 3%.

iii. Hours of work

The normal office hours are from 9am- 5pm with one hour for lunch. Attendance is required at meetings outside these normal hours. Several Boards meet in the evenings or on Saturdays. The LDF complies with the provision of The Working Time Regulations 1998.

iv. Holiday Entitlement

Holiday entitlement is 32 working days per year plus Bank and other Public Holidays.

v. Health Insurance

Available after completing one year's service.

vi. Retirement

Normal contractual retirement age is 65.

vii. Contract

This post is offered on an open-ended contract subject to a six-month probationary period.

viii. Location

The office is currently based at London Diocesan House, Pimlico, SW1 (near Pimlico underground station).

ix. Season Ticket Loan

Staff are eligible to apply for an interest free season ticket loan.

x. Childcare Vouchers

Staff with children up to the age of sixteen are eligible for childcare vouchers.

9. General Conditions

i. Diversity

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person. In particular, the Diocese of London wishes to implement the terms of the Disability Discrimination Act and is committed to improving opportunities for people with disabilities. If you feel that you could carry out the duties of this post with some adjustments please state this with your application.

ii. Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

iii. Health and Safety Responsibilities

All LDF staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the LDF Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety.

iv. Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

10. How to Apply

Applications should be sent by email to Sam Stephens at dlfd@macaulaysearch.com

The closing date for applications is noon on Friday 4th June 2010.

Your application should comprise of:

- a full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, relevant achievements and latest remuneration including any benefits;
- a covering note of not more than 1.5 pages (total) summarising your proven ability related to the person and post specifications;
- daytime, evening and/or mobile telephone numbers (to be used with discretion).

Please also note in your covering letter where you saw the advertisement.

11. Process

Macaulay Search has been engaged as the advising agency on this appointment. A selection of candidates will be invited to a first round interview in the w/c 14 June with Andy Brookes, the Chief Executive, Paula Bailey, the HR Manager and the Ven. Dr. William Jacob Archdeacon of Charing Cross at London Diocesan House. 36 Causton Street, London SW1P 4AU.

A smaller shortlist of candidates will then be invited to a second round of interviews most likely in the w/c 21 June. A preferred candidate will then meet with the Bishop of London for final approval.

You may expect to be contacted by Macaulay Search not later than Friday 11th June.