



THE PRESBYTERIAN CHURCH OF WALES

The Assembly Office, Whitchurch

Background – The Presbyterian Church of Wales seeks to serve communities in Wales and in other parts of the United Kingdom by means of the more than 460 congregations and over 12,000 members which belong to the Church. Through the life and witness of these churches, our Ministers, Ministry Workers and our Children and Youth Centre and Lay Training Centre, we endeavour to seek a contextual and current model of work which aims to bring the hope, light and influence of the Gospel to bear on our generation.

The Church believes we should ensure a Head of Finance, but also with a particular responsibility for the financial stewardship of the Church.

TERMS OF WORK

Job title: Head of Finance

Purpose of post: Supporting our purpose which is to worship God and spread the Gospel of the Lord Jesus Christ.

To provide sound, proactive strategic financial advice to the Senior Management Team and Board of Trustees to support the financial stewardship of the Church.

To provide efficient finance and accountancy support services for the Connexion, ensuring robust financial management, planning, compliance and continued modernisation.

Location: Assembly Office and home, however you may be required to carry out work from other locations from time to time.

Accountable to: The General Assembly, Ministries Department, Resources and Properties Department

Line Manager: The General Secretary.

Salary: Scale 58-62 (£47,660– £50,028 pro rata), of the PCW salary scale.

Hours of Work: 35 hours per week, with the post holder expected to work flexible hours.

Term: Permanent

- Holidays:** 30 days of annual leave pro rata. You may be required to work on weekend/evening. If you are required to work on a bank holiday, time in lieu will be given for this.
- Allowances:** House Allowance of £3,000 pro rata, Car Allowance of £1,200 pro rata is applicable to this post. The PCW has a low interest loan scheme to assist with the purchase of a car.
- Expenses:** Expenses will be reimbursed for travelling and for appropriate resources, according to the PCW guidelines.
- Pension:** There is an option to join the PCW Pension Scheme. Further details available upon request.
- Training:** The employee will be expected to receive training as required.
- Creed:** The postholder will be expected to be a Christian of conviction and a good reputation in a local church.
- Requirements:** Two satisfactory references.
The post holder must book themselves onto the Safeguarding Training prior to completion of probationary period, dates available on the Interdenominational Safeguarding Panel website <https://panel.cymru/en/training>.

JOB DESCRIPTION

Main duties and responsibilities

1. The Head of Finance will be a role model for staff, ministers, elders, church members, and volunteers, and will be expected to advise on financial stewardship to further the mission and ministry of the Church.
2. Preparation and monitoring budgets of the Annual Ministry and Mission Contribution, the Board and its relevant Departments in partnership with the Head of Strategic Support.
3. Production of quarterly accounts on a timely basis and other financial information in partnership with Head of Strategic Support as required by the General Secretary. Contribute to process improvement initiatives, including enhancing reporting systems and tools.
4. To prepare and present reports clearly to members, and all non-finance stakeholders, including to the General Assembly and its Board, the Resources Department, Properties Board and Ministries Department and brief the General Secretary for any reports that he/she needs to deliver regarding finance.

5. Preparation of the Statutory Accounts of the Presbyterian Church of Wales to include preparation of individual Fund accounts, consolidation, and liaising with the external auditor.
6. To provide help and advice in the preparation and submission of all other Presbyterian Church of Wales financial statements including the Connexion's Associated Charities.
7. To work with the Head of Corporate in the production or development of new policies; and with the Head of Strategic support in developing relevant procedures.
8. Advise as required on compliance of investments with rules and regulations including relevant charity law and guidance, and Presbyterian Church of Wales policies and procedures.
9. Oversee all financial controls and administration.
10. Liaise with investment managers, auditors, pension fund advisers and banks and other professional advisers.
11. Deal with queries relating to financial matters from church members.
12. Oversee the work of staff who assist in the provision of finance and accountancy support services for the Connexion in partnership with the Head of Administration.
13. Any other duties within the general purposes of the post as required from time to time by the General Secretary.

Person Specification

Essential Competencies

- A committed Christian, and a member of a Christian church
- Professional qualification, either ACA, ACCA, CIPFA or CIMA.
- Ability to communicate complex financial information in a straightforward manner to different audiences.
- Excellent management and administration skills.
- Ability to plan and think strategically.
- Ability to be flexible with a willingness to travel.

Desirable Competencies

- The ability to communicate in Welsh or a willingness to learn.
- A knowledge of the Constitution and Rules of the PCW.

Occupational Requirement

A Christian Occupational Requirement applies to this post. The main reason is that the role has key spiritual elements that only a Christian can fulfill and the role has significant input into our strategy.