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| JOB TITLE: | Finance Manager |
| GRADE: | Band I |
| EMPLOYER: | Oxford Diocesan Board of Finance |
| DEPARTMENT: | Finance |
| LINE MANAGER: | Director of Finance |
| ACCOUNTABLE TO: | Director of Finance, Deputy Director of Finance |
| RESPONSIBLE FOR: | Finance Officer (Operations) & Accounts Assistant (ODBF) |
| LOCATION: | Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF |

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The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at oxford.anglican.org/on-the-money and oxford.anglican.org/annual-review.

JOB PURPOSE

To work as part of the finance leadership team, alongside the Director and Deputy Director of Finance, to ensure the delivery of an efficient and effective finance service, primarily for the Oxford Diocesan Board of Finance (ODBF) and DT(o)L, with support to ODBE as needed. This role is responsible for providing robust financial planning, reporting, and forecasting for ODBF, as presented by the Finance Department at Church House Oxford to the Diocesan Synod, Boards, Councils, and Committees. The postholder will also oversee the department's accounting systems and financial administrative procedures.

PRINCIPAL ACCOUNTABILITIES

(Percentages are approximate and will vary depending on the seasonal work priorities).

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| 1. | To oversee and manage the Diocese of Oxford's financial reporting processes, including VAT, to ensure accurate, comprehensive, and timely reporting in compliance with statutory and regulatory requirements. | 45% |
| 2. | Support the Director of Finance in preparing the annual budget, and take lead responsibility for producing timely financial forecasts, revenue and expenditure projections, capital planning, and ensuring effective implementation of the treasury management policy. | 25% |

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| 3. | Review and enhance financial systems, controls, processes, and reporting across ODBF to strengthen financial governance and operational efficiency. | 15% |
| 4. | Lead, develop, and manage the ODBF finance team, fostering a collaborative and high-performing culture that delivers an effective and responsive service to all stakeholders. | 10% |
| 5. | To undertake wider agreed tasks that support the work of the Finance department as well as their own professional development. | 5% |

DUTIES AND RESPONSIBILITIES

1. To oversee and manage the Diocese of Oxford's financial reporting processes, including VAT, to ensure accurate, comprehensive, and timely reporting in compliance with statutory and regulatory requirements.

- Oversee the timely production of regular management accounts and ad hoc financial reports as required.
- Prepare Annual Reports and Accounts in line with statutory requirements and assist with lead schedules and supporting documentation.
- Meet regularly with Heads of Department and other budget holders to review and discuss management accounts, offering insight and financial guidance.
- Prepare fund account reports and perform monthly balance sheet reconciliations to ensure financial integrity.
- Manage and oversee the group VAT calculation process and ensure accurate and timely submissions.
- Maintain and update the Fixed Asset Register in accordance with accounting standards.
- Ensure appropriate access to the financial reporting system is maintained and managed.
- Assist in preparing treasury forecasts and cash flow reports, including the management of available cash and deposit account drawdowns.
- Produce financial reports, including detailed schedules and commentaries, for Diocesan Synod, Boards, Councils, and Committees.
- Support the completion of the external audit in collaboration with the Director and Deputy Director of Finance.
- Assist with the implementation of new finance systems and reporting structures as needed.
- In partnership with the Director of Finance and wider finance team, lead or support projects to improve finance systems and increase departmental efficiency.

2. Support the Director of Finance in preparing the annual budget, and take lead responsibility for producing timely financial forecasts, revenue and expenditure projections, capital planning, and ensuring effective implementation of the treasury management policy.

- Assist the Director of Finance in the preparation of the annual budget, ensuring deadlines are met for committee meetings, and provide accompanying commentary to support decision-making.
- Prepare updated forecasts and financial projections throughout the year, including

revenue, expenditure, and capital plans, for review by Boards and Committees.

- Produce narrative reports and financial commentaries to support ongoing financial planning, monitoring, and strategic oversight.

3. Review and enhance financial systems, controls, processes, and reporting across ODBF to strengthen financial governance and operational efficiency.

- Draft and regularly update the ODBF sections of the Diocesan Finance Manual to ensure they remain current, accurate, and aligned with best practice.
- Review and revise the ODBF Expenses Policy as needed, ensuring compliance, clarity, and relevance.
- Evaluate financial controls, processes, and reports on an ongoing basis, and provide recommendations for improvement to the Director of Finance.

4. Lead, develop, and manage the ODBF finance team, fostering a collaborative and high-performing culture that delivers an effective and responsive service to all stakeholders.

- Conduct regular supervision meetings, as well as mid-year and annual performance reviews with direct reports to support ongoing development and performance management.
- Identify and facilitate appropriate training and development opportunities that support the professional and personal growth of your direct reports.
- In collaboration with the Director of Finance, support the recruitment and selection of finance staff, and oversee the effective induction and onboarding of new team members.

5. To undertake wider agreed tasks that support the work of the Finance department and their own professional development.

- Provide or arrange cover for Finance Officer (Operations) as required to maintain service continuity.
- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Participate in Finance Team / All Staff meetings as required.
- To participate in the ODBF performance management processes.
- Maintain up-to-date knowledge of technical competency areas and take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Comply and fully cooperate with ODBF policies, including:
 - Health and safety
 - Dignity and respect at work
 - Equality, Diversity & Inclusion
 - GDPR
 - Safeguarding

DIMENSIONS

The Finance Manager leads financial operations for the Oxford Diocesan Board of Finance (ODBF), managing a small team including a Finance Officer (Operations) and an Accounts Assistant (ODBF). Supporting a Diocese of four Archdeaconries, 29 deaneries, and over 600 parishes, with an annual expenditure budget of approximately £33 million and capital spend around £5 million. The role has a direct impact on financial governance, statutory compliance, strategic budget setting, and stakeholder engagement working closely with senior finance leadership.

PLANNING & ORGANISATION

- Plans and coordinates the delivery of accurate financial reporting, statutory accounts and strategic budgeting cycles.
- Schedules and managed the production of management accounts and financial papers in line with committee deadlines.
- Involved with the planning of the annual audit and contributes to long-term financial forecasting.
- Leads system and process improvements, manages treasury policy implementation, and coordinates team workloads to meet organisational priorities.

DECISIONS

- Makes both day-to-day and strategic decisions on financial reporting formats, data interpretation, and system/process improvements.
- Holds authority over staff management, workload prioritisation, and responses to financial queries.
- Assumes responsibility for high-level financial decisions in the absence of senior finance leadership.
- Consults with key stakeholders to ensure financial control and compliance within the ODBF framework are maintained.

CONTACT WITH OTHERS

Internal

- Members of the Finance Department
- Payroll Officer and HR team
- Diocesan Secretary
- Heads of Department and other Church House Oxford staff
- Bishops and Archdeacons / Associate Archdeacons
- Members of the Board of ODBF
- Members of the different ODBF Committees e.g., Finance, Audit, Glebe and Buildings.

External

- HMRC and Charity Commission
- Banks
- Auditors

- Investment Managers
- Diocesan Registrar
- National Church Institutions

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Fully qualified accountant (ACA, ACCA or CIMA).
- Significant relevant experience in financial accounting, planning, and reporting within a relevant organisational setting.
- Proven track record of producing high-quality, accurate financial information within agreed deadlines.
- Demonstrate ability to work on own initiative, with strong skills in prioritising, delegating and managing workloads effectively.
- Experience of managing and developing staff, with the ability to motivate and lead a team.
- Strong knowledge of relevant legislation including the Companies Act, Charities Act, SORP, and applicable accounting standards.
- Understanding of UK taxation as applied to charities, including Corporation Tax, Income Tax and PAYE, and Gift Aid.
- Proven ability to work collaboratively within a team and contribute to a culture of continuous improvement.
- Professional discretion in handling confidential and sensitive information.
- Excellent communication, interpersonal and presentation skills, both written and verbal.
- Proficient IT, with advanced skills in Microsoft Excel and experience using accounting software and financial systems.
- Flexible, adaptable, and solutions-oriented with a positive 'can-do' attitude.
- An understanding of, and empathy with, the mission and values of the Church of England.
- Commitment to ongoing professional development.

Desirable

- Knowledge of the Church of England's organisational structure, including the National Church Institutions, diocesan frameworks, and local parish (PCC) operations.
- Experience of preparing for and managing external audits.
- Knowledge of or experience working within the charity, faith-based, or not-for-profit sectors.
- Familiarity with financial risk management and internal controls.
- Experience with financial reporting to governance bodies such as boards or committees.

GENERAL INFORMATION

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| Band | Salary Band: Band I |
| Remuneration | <p>Salary scale – £49,748.09 - £53,574.86 per annum full-time equivalent (FTE)</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p> |
| Hours of work | <p>37 hours per week with regular agreed hours and days.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p> |
| Place of work | Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF |
| Holidays | <p>Your annual leave entitlement is as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us you are entitled to 25 days' annual leave per annum. - During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p> |
| Pension Provision | <p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be found on the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2024-04/my-membership-january-2025_1.pdf</p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions by reducing your tax and national insurance payments.</p> |
| Probation period | Six months, during which time progress is regularly reviewed, and the period may be extended. |
| Notice period | During probation, one month and thereafter, three months on either side or the statutory minimum (whichever is greater). |

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: At the end of the probation period.

Signed: _____

Dated: ____/ ____/ 2026