

Job Description

Job Title:	Finance Team Administrator
Band:	Band O
Employer:	Oxford Diocesan Board of Finance
Department:	Department of Finance
Line Manager:	Director of Finance
Accountable To:	Director of Finance
Responsible For:	N/A
Location:	Church House Oxford, Langford Locks, Kidlington OX5 1GF

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 provide administrative assistance to the Finance department and the Director of Finance and Deputy Director of Finance.

PRINCIPAL ACCOUNTABILITIES

1. To provide secretarial and administrative support to the Director of Finance and Deputy Director of Finance	30%
2. To provide administrative support to the Finance Team and IT function	65%
3. To undertake wider agreed tasks that support the work of the Finance Department and their own professional development	5%

DUTIES AND RESPONSIBILITIES

1. To provide administrative support for the Director of Finance and Deputy Director of Finance

- Manage their incoming communications by post, email and telephone and action as necessary.
- Manage their electronic diaries
- Collate papers for board and committee meetings as required.
- Liaise with Board/Committee members to arrange meetings principally for Finance Investment and Audit Committees. Assist with the preparation and circulation of agendas, minutes and other papers to committee members. Take minutes at the meetings and prepare them for review.

2. To provide administrative support to the Finance Team and IT function

a) General administrative tasks

- Manage incoming and outgoing post to include scanning and distribution.
- Maintain holiday record spreadsheet.
- Coordinate weekly team meetings.
- Act as focal point for incoming telephone and email queries, routing them to appropriate staff or actioning where appropriate.
- Maintain archive files and records.
- Liaise with suppliers to manage the procurement of mobile phones.
- Provide administrative support to on-site IT support staff where required.

b) Finance Tasks

- Support PCC Treasurers and other PCC officers in making annual Finance returns to National Church. Issue logins to parish staff and volunteers. Liaise with staff at National Church, monitor response rate and chase outstanding items to maximise return rate.
- Log the submission of PCC annual report and accounts, monitor and report regularly on progress and scan into the electronic filing system. Follow up outstanding items to maximise return rate.
- Support PCC treasurers with the quarterly return of parochial fees, action returns received and forward any queries to appropriate staff.
- Responsible for the arrangements and logistics for the Financial Consultation in the spring, the Financial Briefings in the autumn and any other finance focused training event. This will include providing support at each event (some of which will be held outside of the normal working hours – evenings and weekends).
- Assist in maintaining the Finance sections of the Diocesan website.
- Ensure contact details of PCC and Deanery treasurers are up to date on the Contact Management System and Xledger (accounting software) and assist with any audit of contact details held.
- Circulate new PCC treasurer welcome pack and review content annually.
- Support the collation of content for external communications.
- Support the distribution of annual Trust statements and Parish Share Porch Cards.

- Train and support staff to enter expense claims on Xledger.
- Where there is capacity to undertake additional tasks, assist with finance processing in areas where appropriate training has been given (for example, entering parochial fee returns on Xledger).

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

- 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.
- Comply and fully cooperate with ODBF health and safety policy.
- Maintain an up-to-date knowledge of technical competency areas.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.

DIMENSIONS

- Administrative Support for a team of 9 people
- Meetings: Internal – 8 Committee meetings per year
External – up to 5 meetings of Deanery/ PCC officers per year
- Liaison with 600+ PCC treasurers
- Mobile phones - 50+ users, monthly invoices

PLANNING & ORGANISATION

- Plan and organise own work and support that of others, prioritising work to meet deadlines including those for meetings of Finance Committee, Investment Committee, Audit Committee, Bishop's Council and other Boards or committees.
- Prioritise work throughout the day, ready to change to a different task in response to new needs/requests arising, with the ability to think creatively and anticipate and solve problems.
- Manage or assist with the organisation of both external and internal meetings and events.

DECISIONS

- Within the boundaries of the role, assess situations and use professional judgement to escalate matters to the Director of Finance or the Deputy Director of Finance for action, making decisions and taking initiative as appropriate.
- The jobholder must assess incoming telephone call, post and emails and forward to the appropriate individual for action or, in their absence respond accordingly, responding with decisiveness and determination when dealing with challenging situations.
- Set up and maintain effective systems for data management.

CONTACT WITH OTHERS

Internal:

- Members of the Finance team
- Heads of Departments
- Other staff employed by ODBF / ODBE
- Members of Diocesan Boards and Committees

External

- Area Deans, Deanery Lay Chairs and Deanery Treasurers
- Parish clergy, PCC Treasurers, other PCC officers and laity in the Diocese of Oxford
- IT support provider including on-site support staff
- Staff in National Church Institutions
- General enquirers from outside Church House Oxford
- Venue managers
- Other suppliers, e.g. insurers, mobile telephone companies

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Previous experience of working in an administrative or secretarial capacity
- High level of attention to detail and accuracy
- Confident in the use of Microsoft Office, including Word, Excel, PowerPoint, Outlook and Teams
- Effective verbal and written communication skills, including excellent telephone and email manner
- Previous experience of taking minutes of meetings
- Ability to meet deadlines and prioritise tasks on own
- Ability to handle sensitive and confidential information
- Experience of being effective as part of a team
- Able to self-motivate, prioritise, plan and organise, including when under pressure
- Have a proactive approach, taking responsibility for actions and consequences
- Able to secure, build and maintain good working relationships with external providers including volunteers
- A flexible approach to working, with a 'can do' attitude

Desirable

- Understanding of and empathy with the work of the Church of England
- Previous experience of working in a finance environment
- Previous experience of organising external meetings or events

GENERAL INFORMATION

Band	Salary Band O
Remuneration	Annual Salary: £19,188.89 to £20,665.02 (FTE £28,399.56 to £30,584.23). 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.
Hours of work	25 hours per week, Monday to Friday, worked across all 5 days Your working pattern should be agreed with your line manager; however, it is recognised that this role requires the ability to work flexibly, and occasional evening or weekend work will be required for which time off in lieu may be taken on agreement with your line manager.
Place of work	Church House Oxford, Langford Locks, Kidlington OX5 1GF
Holidays	Your annual leave entitlement is broken down as follows: <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 5th year of employment, you will be entitled to 1 days extra annual leave per consecutive year. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. The above annual leave entitlement is calculated on <i>pro-rata</i> basis for part-time employees. In addition, you are entitled to the usual United Kingdom public holidays. Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.
Pension Provision	It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case, this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website: https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf . Our auto-enrolment pension scheme will operate as a Pension Salary Exchange (PSE) scheme from 1 August 2024.
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 1 month from 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.

Signed **Date**.....

Next Review: End of Probationary period