



DIOCESE of OXFORD

A Christ-like Church for the sake of God's world

JOB TITLE:	Finance Officer (Operations)
GRADE:	Band L
EMPLOYER:	Oxford Diocesan Board of Finance
DEPARTMENT:	Finance
LINE MANAGER:	Finance Manager
ACCOUNTABLE TO:	Finance Manager
RESPONSIBLE FOR:	n/a
LOCATION:	Church House Oxford, Langford Locks, Kidlington, Oxford, 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 lead, manage, and deliver all finance processes, providing support to the Finance Manager to ensure a comprehensive transaction processing and reporting service for ODBF, DT(o)L, and ODBE as required, including leading and supporting all aspects of monthly reporting and transaction processing.

PRINCIPAL ACCOUNTABILITIES

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

1.	Manage the Diocese of Oxford's financial reporting and transaction processing, including VAT, to ensure accurate, comprehensive, and timely reporting in compliance with statutory and regulatory requirements.	40%
2.	Manage the financial transaction processing through the sales and purchase ledgers to ensure an effective and accurate service that meets the organisation's needs.	30%

3.	Administer the accounting for administered funds and parochial fees to ensure all funds and fees are correctly accounted for and reported.	10%
4.	Support the work of committees, working parties, and other entities, including deaneries and parishes, by providing financial guidance and assistance as required.	10%
5.	To undertake wider agreed tasks that support the work of the Department of Finance and their own professional development.	10%

DUTIES AND RESPONSIBILITIES

1. Manage the Diocese of Oxford's financial reporting and transaction processing, including VAT, to ensure accurate, comprehensive, and timely reporting in compliance with statutory and regulatory requirements.

- Manage the maintenance of accurate and up-to-date accounting records.
- Manage the production of regular management accounts and ad hoc reports, including all balance sheets and fund reconciliations.
- Produce Annual Reports and Accounts and complete all statutory reporting requirements.
- Prepare reports and meet regularly with Heads of Department and budget holders to monitor and review management accounts.
- In collaboration with the Finance Manager, manage transaction processes for diocesan entities, including the treasury function.
- Prepare financial reports, schedules and commentaries for Diocesan committees.
- Work with the Director of Finance and Deputy Director of Finance to complete the external audit process.
- Assist with the implementation of new finance systems and reporting structures.
- Project manage improvements to finance systems, in collaboration with the Director of Finance and team members, to maximise departmental efficiency.

2. Manage the financial transaction processing through the sales and purchase ledgers to ensure an effective and accurate service that meets the organisation's needs.

- Manage the Sales Ledger, including raising invoices, maintaining accounts, posting cash, producing statements, reviewing aged debtors, and performing general ledger (GL) reconciliations.
- Manage the Purchase Ledger, including maintaining accounts, processing BACS and other payments, bank transfers, and performing GL reconciliations.
- Post bank transactions, complete weekly and monthly bank reconciliations, and manage daily banking of receipts, including posting parish share and parochial fees.
- Oversee the weekly banking process, including managing cheques and other income.
- Oversee income from Stripe/Sum-up, and other platforms, and manage ad hoc income reporting.
- Review expense claims to ensure compliance with organisational policies.
- Maintain and manage the financial system, including user access management and system administration.

3. Administer the accounting for administered funds and parochial fees to ensure all funds and fees are correctly accounted for and reported.

- Process financial transactions related to administered funds, ensuring accuracy and timely recording.
- Perform monthly reconciliations for administered funds and associated accounts to maintain accurate financial records.
- Generate and deliver detailed reports providing insights into the performance and status of each fund.
- Help manage the work of the Accounts Assistant (ODBF) responsible for inputting parochial fee returns.
- Prepare and distribute monthly fee reports by area, while ensuring any missing returns are promptly identified and followed up.
- Provide support to treasurers by addressing and resolving any queries related to fees.

4. Support the work of committees, working parties, and other entities, including deaneries and parishes, by providing financial guidance and assistance as required.

- Assist the Finance Officer (Parish Share and Income) by recording fee income and share transactions.
- Process other general financial transactions with parishes as required.

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

- Ensure cover for Finance Manager (ODBF) as required.
- 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
 - Carbon Confidence

DIMENSIONS

The Finance Officer (Operations) manages the financial reporting and transaction processing for the Diocese of Oxford, managing key financial systems, processes, and controls across sales and purchase ledgers, parochial fees, and administered funds.

This role ensures accurate financial records, reporting, and compliance, while driving team efficiency and shaping financial reporting, audits, and stakeholder relationships across departments, parishes, and external partners.

PLANNING & ORGANISATION

- Prioritisation of work each day for own work and the Accounts Assistant (ODBF).
- Preparation and organisation of paperwork and data entry of routine transactions.
- Organisation of data for entry of transactions directly from bank statements.
- Production of weekly bank reconciliation statements.
- Organisation and operation of controls over transaction processing.
- Maintenance of sales and purchase ledgers.
- Answering queries re receipts, payments, etc. from treasurers, clergy, and department heads, and others as and when they arise.
- Co-ordination and control of direct debit records.

DECISIONS

- The job holder will decide how best to plan their own workload and that of the Accounts Assistant (ODBF).
- Decides how to best deal with queries with the Diocese of Oxford and outside (e.g., Parish Treasurers).
- Decides and allocates account codes to all receipts.
- Allocates account codes to invoices and cash book payments for nominal ledger accounts, checking where appropriate codes are already shown and determining adequacy of supporting documentation and authorisation.
- Decides how to deal with receipts of parish share that do not clearly relate to a specific parish's annual share.

CONTACT WITH OTHERS

Internal

- Members of the Finance Department
- Diocesan Secretary
- Payroll Officer
- Other Church House Oxford staff and Heads of Departments
- Other staff employed by the Diocese of Oxford

External

- Parish treasurers
- Deanery officers
- Clergy
- Banks
- Customers & suppliers
- Church Commissioners
- Central Board of Finance

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Qualified accountant (ACA, ACCA, CIMA) or qualified by experience. Part-qualified candidates may be considered depending on the level of progress and experience.
- Ability to work on own initiative, with minimum supervision.
- Experience in financial accounting, planning, and reporting within a relevant organisational setting.
- Strong team player with the ability to support and motivate colleagues effectively.
- Proficient in IT, with advanced skills in Microsoft Excel and experience using accounting software and financial systems.
- Demonstrate ability to contribute to systems improvements and a sound understanding of key financial controls.
- Relevant experience in a busy accounts or finance office environment.
- High level of numeracy and attention to detail, with a commitment to accuracy.
- Good interpersonal and communication skills, with a high level of customer focus.
- Strong organisational and time-management skills, with a proactive and task-focused approach.
- Discreet and professional in handling confidential and sensitive information.
- Flexible, adaptable, and solutions-oriented with a positive 'can-do' attitude.

Desirable

- Understanding of the Church of England's organisational structure, including the National Church Institutions, diocesan frameworks, and local parish (PCC) operations.
- An understanding of, and empathy with, the mission and values of the Church of England.

GENERAL INFORMATION

Band	Salary Band: Band L
Remuneration	<p>Salary scale – £36,475.31 - £39,281.10 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 broken down 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: https://www.churchofengland.org/sites/default/files/2025-01/my-membership-january-2025.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 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.

Review Date: At the end of the probation period

Signed: _____

Dated: ____/____/____