



THE CHURCH  
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

## ROLE PROFILE FOR Finance and Data Administrator

### About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

#### **We Include. You Belong.**

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

### About the department

As members of the Ministry Development Team (MDT) our work both shapes and is aligned with the CofE Vision and Strategy to see a Church which is Jesus Christ shaped and centred. We aim to be a younger and more diverse church of missional disciples where a mixed ecology of worshipping communities is the norm. Our focus is primarily outwards, towards those we support and guide in local churches, 42 dioceses and 22 Theological Education Institutions (TEIs). In order to deliver this, we work collaboratively with colleagues in other parts of the MDT and in other parts of the NCIs.

In a typical year, the Church of England financially supports the training of over 1,000 ordinands (trainee clergy) together with an expanding portfolio of support for Lay Ministries training. The latter has a strong focus on work with children and young people.

## What you'll be doing

The main purpose of the role is to ensure the effective implementation of financial policy through administration of the ordination training budget. This comprises tuition fees paid to TEIs and maintenance grants paid to some 1200 ordinands in training each year by all 42 dioceses.

MDT is engaged in a major programme of change with the result that the way in which these grants are assessed, allocated and paid will change significantly. The Finance and Data Administrator will have a key role in implementation of the new arrangements as well as ensuring high levels of service and process improvement in the light of experience and stakeholder feedback.

### MAIN DUTIES AND RESPONSIBILITIES

#### Ordinand Finance

- Preparation of specific components of Training for Ministry Budget
- Payment of Resourcing Ministerial Education (RME) related funds
- Calculation and payment of tuition fees and maintenance grants for continuing students
- Payment of Ad hoc grants following policy guidelines including Disability, Special Hardship "Train A Priest" Fund

#### Data Management

- Analysis of RME block grant utilisation data including Confirmation of Training Forms (COTs)
- Monitor and reporting on the use of MDT restricted funds
- Monitor diocesan expenditure on ordinand maintenance and implement arrangements which share these costs in accordance with relative diocesan wealth (pooling)
- Maintain and interrogate data on attendance at Bishops' Advisory Panels (BAPs)
- Maintain and interrogate data on ordinand training
- Maintain and interrogate data on vocational exploration
- Produce reports and further data analysis as required

#### Divisional Financial Management

- Work with Ministry Development team colleagues to build departmental budgets
- Ensure effective expense payment workflows on SAP
- Liaise with Archbishops' Council Finance Dept on budgetary issues and resolve them
- Monitor progress against budget and forecast outcomes as required
- Administration of the TAP, WCMET and other Hardship Grants

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

### **Essential**

#### *Knowledge/Experience*

- Familiarity with use of databases and financial systems such as SAP
- High level of computer literacy in particular the creation and formatting of spreadsheets
- Experience of working with grants and finances preferable in a Church or other charitable organisation
- An understanding and empathy with the ethos of the Church of England

#### *Skills & Abilities:*

- A keen analytical mind with high numeracy skills and attention to detail
- Excellent oral and written communication skills
- Skills in providing clear and accurate financial information for colleagues and external stakeholders
- Discretion and reliability in observing confidentiality
- Able to travel within England and attend occasional meetings away from London
- An ability to work independently in accordance with policy guidelines

### **Desirable**

- Confident in Church and theological terms and knowledge of the structures of the Church of England
- Experience of grant funding within a national institution
- A recognised financial qualification or financial training

## Vacancy Summary

<b>JOB TITLE:</b>	Finance and Data Administrator
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	Ministry Development Team
<b>GRADE:</b>	Band 6      Standard Point
<b>SALARY:</b>	£33,382
<b>WORKING HOURS:</b>	35 hours
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Minimum of 2 days at the primary office location
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input checked="" type="checkbox"/> Basic
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8017744
<b>COST CODE:</b>	22013
<b>PARENT POSITION:</b>	Senior Financial Strategist