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<b>Job Title</b>	<b>Area Giving and Finance Adviser - Willesden</b>
<b>Reports to</b>	Area Giving and Finance Adviser- Lead
<b>Team</b>	Area Finance Team
<b>Department</b>	Finance and Operations
<b>Location</b>	Causton Street/Hybrid
<b>Contract type</b>	Permanent, Part Time (0.6, 21 hours)
<b>DBS</b>	No DBS Required
<b>Requirement</b>	

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<b>Job Purpose</b>	The purpose of the Area Giving and Finance Adviser role is to provide comprehensive finance support to churches within the Willesden Area, aiding them in the development of their ministries, manage Common Fund giving and to support the Area Bishop’s staff team in the management of resources including monitoring clergy post numbers, curate funding, and other financial matters. As part of a small team of Area Giving and Finance Advisers, the role involves offering training, resources, and advice on parish financial management and administration, and advice on various giving methods, including online and contactless options. Additionally, the role entails promoting generous giving through training initiatives, facilitating the award of grants and loans to churches from Area funds, and fostering effective communication and relationship-building between the Area team, Finance team, and parish officers.
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<b>About the London Diocese Fund (LDF) and the Diocese of London</b>	The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes, schools, chaplaincies, missional communities, and other organisations.
	The LDF is the employment body and the central team that serves and supports the Diocese of London.

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<b>Our Mission, Values, Ambitions and Priorities</b>	<p><b>Mission:</b> <i>For every Londoner to encounter the love of God in Christ.</i></p> <p><b>Ambitions:</b> <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p><b>Priorities:</b> <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
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<b>Equality, Diversity, and Inclusion Statement</b>	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
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**Job Scope**

Direct and indirect reports	NA
Budget responsibilities	NA
Revenue responsibilities	NA
Key Relationships	<ul style="list-style-type: none"><li>• Providing support to clergy, PCC Treasurers and other church representatives.</li><li>• Offers finance information and advice to Area Bishop, Archdeacon, staff team and Area Council.</li><li>• Support to other Area Finance Advisers, the Finance Team and other LDF staff.</li></ul>

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**Job Responsibilities****Financial support**

- Enable churches to develop their respective ministries, manage their finances effectively, and meet their statutory responsibilities.
- Provide finance and other appropriate training, support, resources and advice to the clergy, PCCs and parish officers.
- Assist the Bishop, Archdeacons and Area Deans in managing Common Fund giving by the churches in the Area.
- Facilitate and monitor the award of grants and loans to churches from Area funds.
- Support the Area Bishop's staff team and Area Council in monitoring the use of Area resources, including post numbers, curate funding and other matters.

**Giving**

- Supporting parishes to encourage a culture of generosity and giving
- Promote generous giving through training and providing resources to clergy and parish officers.
- Support the introduction of different methods of giving, including online, contactless, and Parish Giving Scheme.

**Relationship management**

- Build relationships with, and promote effective communication between, the Area team, Finance team, parish officers and the other Area Finance Advisers. Work with the National Giving Team on projects that support parish ministry.

**Other duties**

- Complete other duties commensurate of the role.
  - The role will require regular evening and weekend working.
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Qualifications, experience, knowledge, skills, and other requirements

<b>Person Specification</b>		
Criteria	Essential	Desirable
<b><i>Education and experience</i></b>		
Experience of encouraging charitable giving.	<b>X</b>	
Experience of charity accounting (accounting qualifications are not a requirement).		<b>X</b>
Experience managing a wide variety of professional relationships.	<b>X</b>	
Educated to A Level or equivalent standard.	<b>X</b>	
Educated to degree level .		<b>X</b>
<b><i>Knowledge and skills</i></b>		
IT proficiency (MS Office suite)	<b>X</b>	
Fluency in spoken English and ability to communicate clearly in English.	<b>X</b>	
Understanding of the ethos and mission of the Church of England, and of the role of parish clergy.	<b>X</b>	
Effective written and oral communication skills.	<b>X</b>	
Numerate and financially astute – comfortable working with financial data.	<b>X</b>	
Strong administrative skills, including use of Microsoft Office.	<b>X</b>	
Self-motivated, as work needs to be undertaken proactively and with limited supervision.	<b>X</b>	
Attention to detail – accurate and efficient	<b>X</b>	
Strong interpersonal skills, including relationship building and discretion.	<b>X</b>	
<b><i>Other requirements</i></b>		
Empathetic to the mission and values of the Church of England.	<b>X</b>	
Right to work in the UK.	<b>X</b>	

<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Self</b>	Encourages and supports participation in self-care behaviours
	Respects and represents LDF in an honest, ethical, and professional way and encourage others to do so; enables others to understand the legislation and policy framework within which they operate.
	Recognises and adapts to individual differences and perspectives in culture, style, and viewpoint .
	Positively utilises diversity as a strength in line with LDF values Promotes inclusive practices.
<b>Focus on Others</b>	Tailors communication to the audience and clearly explains complex concepts and arguments to create shared understanding; Creates opportunities for others to contribute to discussion and debate, and avoids dominating discussions.
	Builds and uses connections with colleagues, communities and partners within and outside the LDF; fosters cooperation across workgroups.

<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Others</b>	Utilises facts, knowledge and experience to support recommendations; respectfully provides own point of view and works to understand the perspectives of others.
	Proactively contributes to a positive team spirit; engages with others to share information and solve issues and problems jointly.
<b>Focus on Team</b>	Communicates and manages WHS expectations and responsibilities; consistently communicates with people about safety and wellbeing Provides support for stressful or critical incidents.
<b>Focus on Service</b>	Identifies people’s needs and methods for engagement; oversees service delivery and cooperates across work areas to improve outcomes for people.
	Initiates, prioritises, consults on and develops individual and team service delivery goals, strategies and plans; monitors progress against aims and goals of the team/unit when prioritising own and others’ work; evaluates achievements and adjusts future service plans accordingly.
	Makes sound financial and resourcing decisions, exercises delegations appropriately and monitors outcomes Supervises care, maintenance and replacement of resources; takes proactive steps to record, manage and monitor risks.
	Applies secure processes and systems for capturing relevant workplace knowledge; applies policies for the protection of confidentiality of people.
<b>Aligns with strategy</b>	Researches and reviews arguments, opinions and interrelationships before making judgements; sources valid, reliable, and sufficient information to make sound decisions.
	Identifies improvement and innovation priorities, demonstrates reflective, evidence-based practice and innovative thinking.

*Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.*

**Please sign below to acknowledge your understanding and acceptance of the job description.**

**Signatures**

Employee Name	Signature	Date
Manager Name	Signature	Date