

ROLE PROFILE FOR FINANCIAL ANALYST

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.

Their activities are hugely varied, ranging from management of a multi-billion-pound investment fund, to a grant-giving charity, a housing service for retired clergy and the administration of three multi-employer pension schemes.

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

The Finance department is a shared services function working across the NCIs to provide a comprehensive, cost-effective finance service to each organisation, and helping to co-ordinate joint projects where appropriate. The Finance team is undergoing significant change, in-step with the changing and growing needs and ambitions of our NCI clients. This has led to the creations of a number of new Financial Analyst post which will support Business Partnering and Financial Analysis working across the Finance Business Partnering team, Grants teams, Project teams and

with wider Church Finance colleagues to provide a range of financial analysis and management information to support key stakeholders.

We are seeking an ambitious finalist level or newly qualified finance professional, with excellent analytical skills, strong Excel data manipulation skills and clear communication skills.

What you'll be doing

You will work within the Financial Planning and Analysis team as part of a pool resource of 3 Financial Analysts and will provide regular and ad hoc financial analysis and internal reporting to support the NCIs across a range of areas including but not limited to:

- Supporting the Finance Business Partnering team to provide accurate and timely management information, budget and forecast development and monitoring, analysis and advice to budget holders and key stakeholders, supporting the production of standardised management accounts, and undertaking initial analysis as part of the monthly reporting processes.
- Supporting budgeting and forecasting for NCI capital projects, ensuring the provision of regular financial information to project managers, and enhancing the quality of business case information.
- Financial planning and reporting for NCI departments and subsidiary bodies for which you will have lead responsibility across the planning and reporting cycle working directly with the key stakeholders to provide business partnering support and to lead on the development of budgets, forecasts and regular management reporting.
- Financial monitoring and analysis of diocesan and wider Church finances.
- Grant accounting and reporting for major NCI programmes and grant streams to ensure that grants are properly accounted for and that grant processes are adhered to.

You will provide analytical support to the Finance Business Partners and the Senior Finance Team as and when required, responding to ad hoc requests as they arise. You will be flexible, and willing to 'muck in' to get the job done; you will be adept at juggling multiple competing requests and able to balance a range of concurrent tasks. You will be a confident Excel user, with strong data manipulation skills. You will be able to use Excel to design and build management reports which can be quickly and easily produced, and to develop templates to deliver ad hoc analysis as required. You will have excellent attention to detail, and be able to spot trends and anomalies, and bring these to the attention of management. You will work collaboratively with the rest of the Finance Business Partner team and the Senior Finance Team to develop a high-quality finance service to the NCIs including best practice internal and external reporting and a robust financial control environment.

MAIN DUTIES AND RESPONSIBILITIES

The roles will be wide-ranging and responsive to the developing and growing needs of the NCIs across management reporting, business partnering, grant, projects and wider church activities, supporting a range of analytical and business partnering needs, with allocated duties being flexible to respond to needs as they arise. Responsibilities of the three roles will include a mix of the following tasks:

- **Financial planning, reporting and monitoring**

Management of the production of regular management accounts for each of the NCIs, working with the Management Accounting team, including:

- Ensuring that monthly, quarterly and year end close is complete and all necessary transactions are recorded in SAP accurately and on time, with no material errors, omissions or miscoding.
- Undertaking preliminary variance analysis between budgets, forecasts and actuals and drafting variance commentary for review by the Finance Business Partners.
- Investigating discrepancies and unexpected variances, making corrections if required.
- Working with the Finance Business Partners to develop and roll out best practice management reports in response to the operational and decision-making needs of the NCIs.
- Providing support for the financial planning processes (annual budgets and regular forecasts) including developing and maintaining a consistent set templates for use by budget holders.

- **Finance Business Partnering**

Working with budget holders both independently and with support of the Finance Business Partners to build understanding of their financial position and performance, including:

- Providing business partnering support for designated departments including providing constructive challenge to hold budget holders to account for financial performance, probe key issues, financial assumptions underpinning the budgets and focus on priorities.
- Building strong relationships with senior managers and budget holders and supporting them with the preparation of budget and forecast submissions, identifying key risks and opportunities and providing advice.
- Preparing monthly management reports and liaising directly with budget holders in monthly meetings to provide insight and advice into variances.

- **Support for wider Church financial analysis and monitoring**

Collecting, interpreting and analysing financial reports from dioceses, cathedrals, NCIs and other Church bodies, tasks will be flexible but may include:

- Working with the Assistant Management Accountants to analyse regular financial information from dioceses and produce the monthly parish share report.
- Producing the Church of England financial overview on an annual basis from information provided from dioceses and cathedrals and other NCI departments.
- Undertaking ad hoc requests for information from dioceses, cathedrals and other Church bodies, analysing and interpreting this in order to produce relevant management information (e.g. identifying Church bodies which have not completed Charity Commission filing requirements and encouraging compliance).
- Proactively establishing and maintaining relationships with diocesan finance teams, including supporting the expansion of the Diocesan Finance Review and developing analysis for the Inter Diocesan Finance Forum and annual Finance Leads conference and being a point of contact for enquiries from diocesan finance teams.
- Managing the diocesan apportionment model including the maintenance pooling adjustment process and assisting in grant calculations.

- **Support for NCI projects and programmes**

Working with the Finance Business Partners and Project Teams to provide financial support for relevant programme activity (including pan-NCI projects) as appropriate, including:

- Preparing financial models or analysis to support the production of project business cases.
- Develop and maintain robust Excel templates for use by project managers and finance staff in the production of project budgets, budget monitoring reports and reforecasts.
- Undertake necessary project accounting tasks at month end to ensure that project financials are up-to-date and reflect an accurate view of project progress, including preparing accrual/prepayment/adjustment journals as required.
- Support the production of project budgets and regular project finance reports for major NCI projects as required, working with Project Managers to ensure information is presented accurately and consistently for Project Board meetings.

- **Grant financial monitoring and accounting**

Ensuring grants are properly accounted for in finance systems, liaising with Programme teams, grants teams, Financial Accountants and Finance Business Partners where needed, including:

- Preparing reconciliations between finance systems and grants management systems and grant tracking documents and resolve any differences.
- Developing and maintaining a set of templates to manage grant streams and awards throughout the grant lifecycle.
- Ensuring payments for grants are made in line with agreed payment milestones and finance processes.
- Ensuring appropriate coding is maintained in finance systems to clearly identify each grant.
- Preparing reporting for individual grant streams and overall grant budgets, including variance analysis to highlight issues with relevant Programme Manager and Finance Business Partner.
- Supporting review of grant applications to ensure any conditionality is properly documented and reflected in financial accounting treatment.

- **Financial reporting & planning tools**

Support the Head of and Deputy Head of Financial Planning & Analysis in the production of management accounting timetables and monitoring processes to ensure the team is delivering in accordance with agreed deadlines, including:

- Support the development and maintenance of a consistent set of financial planning templates for use by the Finance Business Partnering team e.g. for staff cost planning and analysis.
- Support the implementation of appropriate financial planning & reporting tools to improve the efficiency of management accounting processes.

- **Other**

- Provide financial analysis and support for other Finance projects as they arise, and as commissioned by the Senior Finance Team.
- Provide occasional secretariat support for the Archbishops' Council's Finance and Investment Committees and Inter Diocesan Finance Forum as required including preparation of agendas, taking minutes etc.
- Support the production of key reports and papers for the Archbishops' Council Finance Committee and other NCI governance bodies as needed.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. 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:

- Experience of working in a management accounting / internal reporting / financial analysis role for a large organisation.
- Experience of assisting in developing budgets and forecasts.
- Experience of providing support, commentary and analysis to budget holders or other stakeholders.
- Experience of developing new financial templates and financial models to support the production of ad hoc or regular analysis or improving existing financial templates and models.
- Experience of using financial systems packages including financial reporting tools.

Skills & Abilities:

- Excellent IT skills including advanced Excel and data manipulation skills.
- Able to analyse information and extract pertinent information for management.
- Excellent attention to detail with a strong focus on quality presentation.
- Well organised and able to prioritise competing demands.
- Customer-focussed and able to partner effectively with key stakeholders.
- Ability to work calmly and effectively under pressure.
- Excellent interpersonal skills to achieve cooperation and results from others.
- Effective communication skills both written and oral, able to communicate effectively with stakeholders at all levels, including those with limited financial literacy.

- Proactive, self-motivated and enthusiastic.

Qualifications & Training:

- Part-qualified (finalist level- actively working towards completion) or newly qualified CCAB or equivalent professional accounting body qualification.

Circumstances:

- Willingness to work in excess of contracted hours at busy times to ensure completion of deadlines.

Desirable

- SAP experience.
- Experience of working in the charity sector.
- Experience of working in the housing or pensions sector.
- Experience of grants accounting and processes.
- Experience of project accounting.

Vacancy Summary

JOB TITLE:	Financial Analyst
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Finance
GRADE:	Band 4 Standard Point
SALARY:	£46,577
WORKING HOURS:	35 Hours
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	2 days a week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8027965
COST CODE:	50101
PARENT POSITION:	Deputy Head of Financial Planning & Analysis