

Daniel Remedios  
MDT Senior Financial Strategist



### **Finance and Data Administrator**

22<sup>nd</sup> May 2024

Dear Potential Applicant,

Thank you for your interest in this key role in our national Ministry Development Team (MDT).

We are looking for a colleague to join the MDT with a focus on ensuring the effective administration of ordained and lay ministry financial information and data. This comprises a primary responsibility for supporting the MDT to ensure that tuition fees travel costs are paid accurately on schedule to Theological Education Institutions (TEIs) and the diocesan finances relating to maintenance grants and allowances for ordinands in training are dealt with accurately and in-line with schedules and processes. The role also oversees the administration of some smaller funds. Overall, this role fulfils a critical aspect of our care and support for trainee clergy.

The 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 supporting Ministry with a variety of finance and administrative tasks and assisting the team with data administration needs.

In terms of skills and experience, we're looking for someone with a keen analytical mind with high numeracy skills and attention to detail, excellent oral and written communication skills, a proven ability to follow policy and processes to ensure that the department has excellent levels of financial and data support. The applicant should also have skills in writing reports to summarise financial information for colleagues and external stakeholders and supporting the team's grant management processes. However, just as importantly, we are looking for a colleague who will play a full part in our team of teams as we work together to serve the Church of England and deliver our national [vision and strategy](#) to enable us to fulfil our vocation to proclaim the good news of Jesus Christ to the people of England.

If this sounds like you then please read the formal job profile enclosed. For an informal conversation with me about the role, please contact me by email on [daniel.remedios@churchofengland.org](mailto:daniel.remedios@churchofengland.org)

God bless and my warmest regards,

**Daniel Remedios**