

PRIVATE & CONFIDENTIAL

Candidate Brief



U0102

The Diocese of Southwark Director of Finance and Financial Investments

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Managing Director
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Welcome from Ruth Martin, Diocesan Secretary



Dear Candidate,

I am delighted that you have expressed interest in applying for the post of Director of Finance and Financial Investments. I hope you will find the information in the pack useful, also do look at our [website](#) and our most recent [annual report](#). Our vision is founded on leading, enabling and serving the parishes and communities of the Diocese of Southwark as we journey together in the pilgrimage of faith, supporting, encouraging and resourcing each other in our common task. We have been undergoing considerable change in recent years as we prepare for growth. This new role will play a significant role in helping us to achieve this.

We are looking for an experienced Financial Director, who enjoys working collaboratively, ideally with an interest or background in church and charity finances who will be reporting directly to myself and will be a member of the senior management team.

This role has arisen following a retirement announcement. One major requirement for this new role will be the review and implementation of a new finance system in the next few years, together with continuously building financial resilience post Covid. The Director of Finance and Financial Investments will lead the Finance Department of the Diocese. This includes proactive management of financial assets, supervision of income through the Parishes, and provision of specialist advice to Parishes and Deaneries.

They will also be a key member of the Senior Management Team (SMT), working in partnership with other senior managers, external advisers, Trustees and key committees to enable the Diocesan administration to deliver its tasks in line with the vision, values, and aims of the Diocese.

If this is an opportunity that appeals to you, and you have the skills set out in the job description and person specification section in this candidate brief - we would very much like to hear from you.

For a confidential conversation with our recruitment partners - Thewlis Graham Associates, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email applications@thewlisgraham.com. Sarah will be happy to discuss this opportunity with you and answer any questions you may have.

Yours faithfully

Ruth Martin
Diocesan Secretary

2. About the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- to grow our average weekly attendance.
- to increase the number of worshipping communities.
- to grow our financial resource base to allow investment in growth for the future.
- to increase lay and clergy vocations; and
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.

In 2018 ministers carried out 2,720 funerals, 680 weddings and 3,170 baptisms. Surveys indicate that 96% of church members volunteer in their local communities, including as school governors, street pastors and in night shelters and food banks. This is compared with a national figure of 80%. During the same time frame, 70% of Southwark churches ran at least one social action project against 49% nationally.

The Diocese of Southwark serves...



2.8 million people



in the 16 local authorities
of South London &
East Surrey



through 356 places of
worship — a Church of
England presence in
every community



and 106 church schools
educating more than
37,000 young people

As part of the Renewal & Reform programme, the Church Commissioners have been making major grants available to Dioceses for specific projects with clear vision and goals to make a significant difference to their mission or financial strength. The Diocese of Southwark has now been awarded two such grants.

In 2016, the Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus

membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Director of Finance and Financial Investments is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks. The Director of Finance and Financial investments plays a key role in these too.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.

Southwark Vision 2017 – 2025

**HEARTS ON FIRE with a Vision for Growth;
Walking with Jesus and getting to know Jesus better as
we journey on
Welcoming all, embracing our diversity and seeking
new ways of being church
Growing in numbers, generosity, faith, and discipleship
as we grow God's Kingdom**

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF VALUES

Effective Stewardship of Resources
Collaborative Team Working
Respect for All
Transparent Accountability

You can find out more about our vision, our review of 2019 and also our annual report by visiting this page here: https://southwark.anglican.org/downloads/annual_report_2019.pdf

3. The Job Description and Person Specification of the Director of Finance and Financial Investments

JOB DESCRIPTION

Job Description: **Director of Finance and Financial Investments**

Reporting to: **Diocesan Secretary**

Responsible for: **Assistant Director of Finance
Finance Officer (Stipends)
Finance Officer (Accounts Payable)
Parish Finance Officer (part-time)**

Job purpose:

- **To lead the Finance Department of the Diocese, which provides full financial and accounting services. This includes proactive management of financial assets, supervision of income through the Parishes, and provision of specialist advice to Parishes and Deaneries**
- **To support and contribute, initially in a post-Covid recovery situation, to Diocesan financial asset investment strategy that will enhance the assets of the Diocese to enable it to support mission and ministry**
- **To identify and implement a new financial accounting system (by 2025)**
- **To be a key member of the Senior Management Team (SMT), under the guidance and leadership of the Diocesan Secretary, working collaboratively with other senior managers, external advisers and Trustees to enable the Diocesan administration to deliver its tasks in line with the vision, values, and aims of the Diocese.**

Key responsibilities are to:

- **Lead the work and staff of the Finance Department of the Diocesan Office, currently responsible for a team of four.**
- **Contribute to a regularly reviewed and updated strategy for the financial assets of the diocese, with a short, medium and long term plan; support the on-going evaluation and implementation of the Diocesan investment strategy.**

- Prepare the annual Capital Plan for property additions, disposals and improvements and update it monthly in consultation with the Diocesan Secretary and Diocesan Surveyor.
- Lead and report on management and statutory accounts, including liaising with external and internal auditors and ensuring full compliance with internal and statutory standards.
- Ensure that monthly management information continues to be relevant and timely for effective decision-making and transparent accountability.
- Coordinate the preparation of the annual budget, under the leadership of the Diocesan Secretary, covering both capital and revenue, working collaboratively with other members of the SMT in the presentation of the budget to Trustees, senior clergy and synod.
- Support managers in preparing and managing their budgets effectively, assisting the Diocesan Secretary in managing, monitoring all income and expenditure.
- Establish, support and inject a robust system for the financial assessment and appraisal of property replacement, development and redevelopment options including the cost-benefit analysis of capital projects.
- Take responsibility for the Diocesan cash flow, ensuring that appropriate cash balances are held to meet financial commitments.
- Manage the Treasury function.
- Prepare reports and act as Secretary as required for various committees/working groups in support of the governance structures of the Diocese, paying particular interest in the presentation of data.
- Maintain and review systems of control, including those for; electronic banking, Direct Debit Collections, BACS and Bankline payments.
- Guide and implement improvements to finance systems and processes to optimise efficiency and enhance the quality of financial reporting.
- Take responsibility for ensuring that the financial systems, policies, procedures and practices are fit for purpose now and in the future.
- To ensure that the work of the department is effectively and regularly communicated to all the appropriate parties and stakeholders.
- Prepare appropriate submissions including those to the Charity Commission, Companies House, HMRC, grant funding bodies.
- Oversee the provision of the services that support Parishes and Deaneries. This includes the guidance and training for Parish Treasurers, advice on, and collection of the parish accounts, and responsibilities as custodian trustee for parish and diocesan trusts. Attendance at parish, deanery and diocesan events will be required.
- Attend and, where required, give presentations at meetings of the Diocesan Synod, Diocesan Council of Trustees (DCT) and the committees of DCT. This will require attendance at meetings held during the evening and at weekends.

Key relationships

Diocesan Secretary, Archdeacons, other directors and heads of department, particularly the Head of Giving and the Diocesan Surveyor who leads the property Services Department, Chairs of DCT and Risk and Audit Committee.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents, and problems as soon as practicable to their supervisor, manager, or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All', and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

PERSON SPECIFICATION

Qualifications

- A qualified and practising member of a recognised accountancy professional body
- Have experience in compliance, governance and internal control

Experience

- Experience of leading and managing a finance function including staff management
- Experience of working at a senior level with a strategic role
- Possess good IT skills including experience of Windows based accounting packages
- Preferably experience of working with a significant asset/property portfolio

- Understanding of Church finances would be an advantage but not essential
- Capable of ensuring that IT systems, both financial and those related to other data and processes, are used to their maximum benefit

Skills

- Excellent communication skills with the ability to deliver succinct oral and written output
- Ability to communicate financial terms to non-financial specialists
- Ability to present and interpret management information for decision making purposes, understanding key drivers
- Able to explain complex financial concepts to non-financial stakeholders
- Able to form and maintain relationships both internally and in partnership with many stakeholders
- Able to work collaboratively, as part of a team of Senior Managers

Personal Qualities and Behaviours

- Professional, calm and approachable
- Collaborative team member and team leader
- Inspires confidence from others when representing the Diocese
- Well organised and able to prioritise a changing workload
- Structured and analytical thinking
- A strong commitment to the culture and ethos of the Church of England
- An effective team player, who values collaboration and working with others
- Someone who respects colleagues irrespective of their position or background

4. Diocesan Staff Aims

- To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the diocese.
- To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.

- Under the leadership of the Diocesan Secretary, to have clear responsibilities for decision-making and appropriate accountabilities
- To ensure that all our structures, policies, practices, and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.



5. Salary, Benefits and Terms and Conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, and Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House.

Salary

The salary will be circa £75,000

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week, Monday – Friday but flexibility required for evening, weekend or out of hours telephone calls and meetings.

Holiday Entitlement

You will receive 26 days leave rising to 31 days leave upon 2 years service and completion of probation and a satisfactory full year appraisal.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period, a week's notice is required on either side. Thereafter you will be required to give three month's notice should you wish to resign and will receive a minimum of one month's notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion, or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

You will need to have a basic DBS disclosure.



5. Timeline, Application Process and How to apply

Timeline

Dates	Activity
27 January 2021 5pm	Applications close
w/c 1 February	Thewlis Graham consultant interviewing of interested candidates
Friday 19 February	DOS Interviews

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Job Description and Person Specification section and the people who best meet these will be invited for interview with Thewlis Graham in a Covid secure way.

Those candidates not invited to interview will be advised by email by mid February.

Longlisted candidates will be advised by email. After a consultation between The Diocese of Southwark and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the Client, again in the most Covid secure way.

How to Apply

To apply for this role, please email in word format to applications@thewlisgraham.com the following documents quoting reference **U0102**: -

1. A comprehensive CV
2. A letter containing:
 - your reasons as to why you would consider yourself suitable for this role,
 - your current remunerations details and notice period,
 - and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.

If you would prefer to receive this candidate brief in a more accessible format, please contact us.

Diversity and Inclusion Monitoring

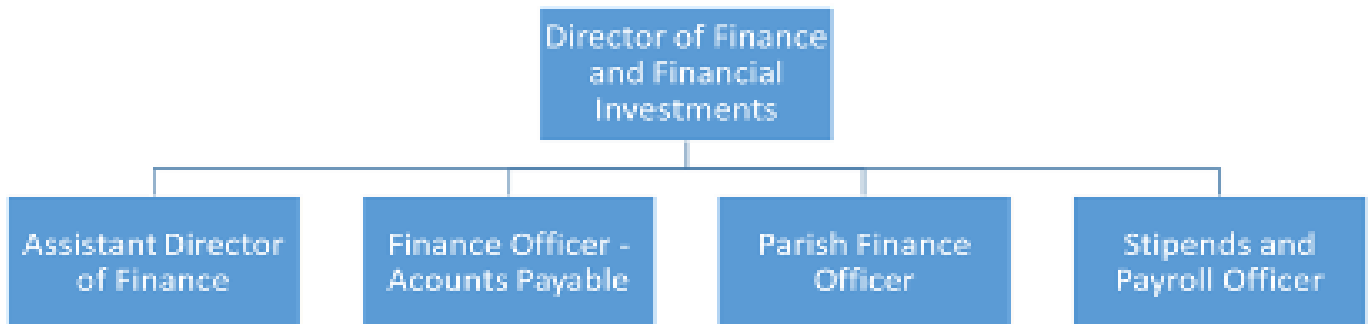
Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your completed diversity monitoring form as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click to open](#). If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

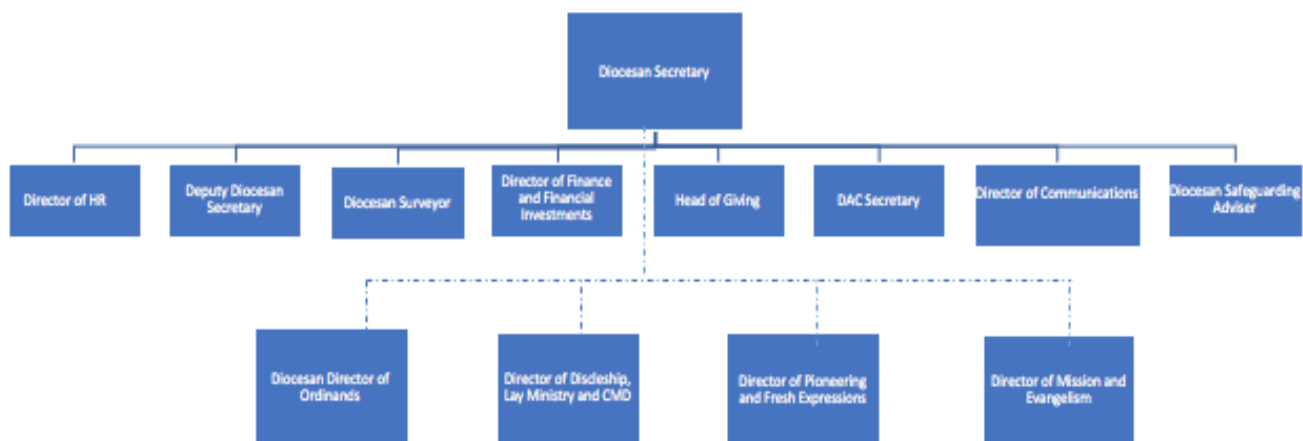
Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you

6. Finance Department – Organisation Chart



Diocesan Secretary – Direct Reports and Departments



————— Direct reports to the Diocesan Secretary

- - - - - Accountable for executive delivery to the Diocesan Secretary

7. Advert