



DIOCESE OF  
COVENTRY



# Financial Controller

# Candidate Application Pack

## Contents

Welcome from our Diocesan Secretary and CEO.....	3
Diversity, Equity and Inclusion Statement .....	3

The Diocese of Coventry .....	3
The Diocesan Board of Finance Office .....	4
Our Values.....	4
Role Summary .....	5
Key Responsibilities.....	5
Key Contacts.....	6
Person Specification.....	6
Salary and Benefits .....	7
Key dates.....	8
How to complete our application form .....	8
Information for Clergy moving from Parochial Posts.....	9
Thank you for your interest .....	10

# Welcome from our Diocesan Secretary and CEO

Dear Applicant,

I am delighted you are considering a role within the Diocese of Coventry. With more than 200 parishes we have a rich and wonderful diversity of communities in rural and urban settings across our churches, schools, chaplaincies and the Cathedral.

The Coventry Diocesan Board of Finance (DBF) exists to serve and support all our parishes in delivering to our vision and mission purpose. We have a dedicated and friendly staff team who, use their gifts and talents to help with safeguarding, finances, housing, ministry, learning and development, church buildings and communications. Our core values, Christ-like, integrity, community and service, are at the heart of everything that we do, and we strive to live by these in our daily working lives.



Thank you for your interest in this role; you will find everything you need to help you with your application in this recruitment pack.

Jacqueline Ladds

## Diversity, Equality and Inclusion Statement

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

If you have a disability, long-term illness or are neurodiverse, and you feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

## The Diocese of Coventry

The Diocese of Coventry represents the Church of England in Coventry, Warwickshire and part of Solihull. With our network of over 200 parishes, we have a Christian presence in every local community. We have a rich variety of people, traditions and organisations united by our shared purpose of worshipping God, making new disciples and transforming communities.

The Coventry Diocesan Board of Finance Ltd (the "DBF") was formed in 1936 to manage the financial affairs and hold the assets of the Diocese.

- It is a charitable company limited by membership guarantees and is also a registered charity.
- The members of the Bishop's Council are the directors of the company and the trustees of the charity.
- Every member of Diocesan Synod is a member of the DBF for company law purposes.
- The main expense of the DBF is the cost of ongoing ministry.
- The DBF's main income is from Deanery Share. This is the money the Deaneries agree to give to the DBF each year.
- The Coventry Diocesan Board of Finance Ltd (DBF) office is at 7 Priory Row in Coventry, close to the Cathedral Church of Saint Michael.

## The Diocesan Board of Finance Office

There are approximately 50 employees of the Coventry Diocesan Board of Finance who are based at the Diocesan Office, some of which are involved with the Parishes directly and some who support Parishes from the office.

Our Diocesan Secretary and CEO is Jacqueline Ladds.

The areas of work that our employees support the Office and Parishes with are:

- Care of Church Buildings
- Communications
- Finance
- Governance and Grants
- Human Resources
- Information Technology
- Mission and Discipleship
- Operations
- Property
- Safeguarding



## Our Values

At the Diocesan Office, we expect our employees to be supportive of and live out our values at work :

**Community:** To have a sense of togetherness and common purpose, with room for differences

**Christ-like:** To show humility and love for one another, to be welcoming and to have grace and patience

**Integrity:** To be genuine, authentic and honest, and value each other

**Service:** To recognise people's needs, give without expectation and use our gifts for each other

# Role Summary

As the deputy to the Director of Finance, the Financial Controller is a key finance leadership role responsible for the financial integrity of the organisation's finances. Leading on the financial reporting, forecasting and budgeting for the DBF, Coventry Cathedral and Together for Change, this role will ensure compliance with Charity, Company and Ecclesiastical legislation. Leading and guiding a team, fostering a culture of continuous improvement.

## Key Responsibilities

### 1. Reporting, Budgeting, Financial Management, Accounting processes and systems

- Overall responsibility for the production of the DBF monthly management accounts to budget holders by working day 8. Ensure that monthly reviews with budget holders take place; to monitor financial performance & recommend corrective action to budget holders when needed. Provide training & development opportunities to budget holders.
- Working with the Director of Finance to prepare financial reports and commentary for the various diocesan committees.
- Preparation of the annual report and financial statements for the DBF. Ensuring compliance with accounting standards & regulations. Liaise with auditors during the external audit ensuring all reports and supporting documentation are available.
- Develop & manage the annual budget for the DBF; in collaboration with budget holders. Provide financial forecasts & analysis to support strategic decision making.
- Maintain accurate records of all funds, ensuring proper allocation & usage. Preparation & submission of timely & accurate financial reports to donors & budget holders of these funds. Monitor & report on restricted & unrestricted funds.
- Lead change management initiatives to improve financial processes & systems. Identify opportunities for process improvement & implement best practices throughout all three organisations. Engage with stakeholders to ensure successful adoption of changes. Monitor & evaluate the impact of changes on financial operations.
- Implement & maintain robust internal controls. Ensure compliance with financial policies & procedures. Conduct regular reviews and audits of financial processes.
- Oversee the calculation, collection & reporting of Parish Share contributions. Ensure accurate & transparent reporting for the Deanery Share allocations. Communicate with parishes to provide guidance & support on Parish Share matters.

### 2. Leadership

- To provide leadership and clear direction to the team ensuring appraisals with SMART objectives that form the basis of regular monthly meetings reviewing individual and team performance.
- Working closely with the Director of Finance providing regular updates on the finances of each of organisations that the finance team supports.
- To attend training courses and events to maintain the professional accountancy qualification and competency to ensure that the post holder is aware of best practice and upcoming developments affecting the DBF, Cathedral and TFC.



- Developing relationships with budget holders to understand the drivers for expenditure, proactively providing advice and guidance to build commercial awareness.
- Providing advice and support to parishes on basic queries relating to finance and charity reporting matters. Using the data available in the department from Parish Finance returns and accounts to understand the impact of the financial health of the parishes on the DBF.
- To deputise for the Director of Finance.

Any other duty as determined by the needs of the organisation and commensurate with the post.

## Key Contacts

The post holder is an employee of the Coventry Diocesan Board of Finance Ltd (DBF) and reports to the Director of Finance. The post holder will also interface with Trustees of the DBF, the Diocesan Secretary the Archdeacons and budget holders.

Other key relationships include committee members on the Diocesan Finance Group, members of Bishops Council, Area Deans and Deanery representatives including treasurers in the parishes of the Diocese of Coventry.

## Person Specification

Key: AF – Application Form; I – Interview; T - Task

	Essential	Desirable	Means of assessment
<b>Qualifications</b>			
ACA/ACCA/CIMA or equivalent qualification	√		AF
<b>Experience</b>			
Extensive management accounting and budgeting.	√		AF, I
Comprehensive experience of fund accounting	√		AF, I
Preparation of full statutory accounts and management of year end audit process.	√		AF, I
Up to date knowledge and application of UK accounting standards, the Charities SORP and Companies legislation.	√		AF, I
Extensive hands on use of and supervision of others using an ERP system & also experience of rolling out an ERP system to the wider organisation	√		AF, I
Management of the documentation and development of financial processes and procedures in line with professional and ethical standards. Monitoring the effectiveness of financial controls and putting in place improvements to mitigate risks as they become known.	√		

VAT returns and partial exemption		√	AF, I
Working in a commercial environment		√	AF, I
Accounting for investments and investment properties		√	AF, I
<b>Skills</b>			
Experience of leading and managing a team of mixed abilities, nurturing and developing their skills to build capacity and flexibility within the team.	√		
Ability to communicate effectively both orally and in writing, to finance and non-financial staff and volunteers. A willingness to build internal and external relationships with an open, positive, flexible and self-motivated approach.	√		
Advanced skills in use of excel spreadsheets.	√		AF, I, T
Attention both to detail and the big picture, and ability to analyse and reconcile complex data between different sources.	√		AF, I, T
Well organized, with an ability to prioritise a varied workload and meet demanding deadlines.	√		AF, I
Familiarity with Microsoft Word and Powerpoint to present financial reports to Committees.		√	AF, I, T
Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement.	√		AF, I
Ability to seek out and take responsibility for what needs to be done, and a desire to engage in continuous improvement	√		AF, I

## Salary and Benefits

Employer: Coventry Diocesan Board of Finance

Line Manager: Karen Birch

Direct reports: Two Finance Managers, one Management Accountant, one Finance Officer & two Accounts Assistants

Place of Work: Coventry Diocesan Office, with occasional travel required throughout the Diocese and beyond

Salary: £61,792.50 per annum

Working hours and pattern: 35 hours per week

Duration: Permanent

Pension: Non-contributory Pension Scheme with 8.5% Employer contributions

Life Assurance: 2 x Salary

Wellbeing Package:

- 25 days annual leave, plus bank holidays and an additional 3 days leave at Christmas
- An annual leave purchasing scheme
- An additional day of annual leave to celebrate your birthday
- Enhanced Company Sick Pay, Maternity Pay, Paternity Pay and Adoption Pay
- Positive approach to Mental Health and Wellbeing for all employees
- Employee Assistance Programme, Mental Health Support and access to our Diocesan Counsellor
- Eye Care Vouchers
- Pastoral Retreat Grants
- Training & Development
- Free Bible study resources
- Time off each year to volunteer at your chosen Charity
- Long Services Award
- Weekly Tea/Coffee Staff get togethers and other staff events

## Key dates

Applications close: 31 March 2025

Interview date: TBC w/c 7 April 2025

Interview location: Coventry Diocesan Offices, 7 Priory Row, Coventry, CV1 5EX

For an informal discussion about this role, please contact: Karen Birch: [Karen.Birch@Coventry.Anglican.org](mailto:Karen.Birch@Coventry.Anglican.org)

Please send applications and equal opportunities forms to: [Debbie.Niblett@Coventry.Anglican.org](mailto:Debbie.Niblett@Coventry.Anglican.org)

## How to complete our application form

- When completing our application form, please make sure you complete all relevant sections in full.
- Ensure that you check your spelling and that your email address and phone number are correct so that we can contact you.
- Carefully read the Job advert, Job description and Person specification to enable you to answer any questions fully, to show how you meet the criteria for the role.
- Most sections are self-explanatory, however the main sections that you will be scored against are below. (Please complete these in full, with the tasks you undertook, and expand on any tasks that are relevant to the role you are applying for):



- “Main duties and responsibilities” in the previous employers’ sections.
  - “Describe your present employment in terms of responsibilities and relationships”
  - “Give reasons why you think you would be suitable for this post giving evidence as to why you meet the criteria detailed in the person specification” (Please consider the tips on the next page with regard to completing this section).
- We understand that no-one is perfect, will meet 100% of the shortlisting criteria or score full points for each item on the essential criteria detailed on the person specification. We offer training and support to all our employees to ensure any gaps of knowledge are addressed so do not worry if there are some criteria that you only have limited experience of. The following points should help guide you when you complete your application form:
    - Don’t assume that we have knowledge of the situation/context that you are writing about.
    - Avoid using acronyms as we may not know what they mean.
    - Essential Criteria are key to the role and show what experience or qualifications you need to have familiarity with, in order to do the role, so please give as much detail as you can. It is the essential criteria that we use to score your application form, to decide if you will be accepted into the next phase of the recruitment process. Think about relevant examples from either your current job, a previous job, your personal life, community or any voluntary work that you undertake. For each essential criteria, write as much about your experiences as possible.
    - Desirable criteria are experiences/qualifications that are “nice to have” but are things that can be taught “on the job”. We do not usually score against the desirable criteria, unless all of the applicants scores are very close on the essential criteria. We would then use the desirable criteria as a secondary measure. If you do meet any of the desirable criteria, then please address them in the same way that you do for the essential criteria.
    - When addressing each item on the essential criteria, consider laying out your answer using the STAR technique as below:
      - S – Situation – what was the situation you were facing?
      - T – Task – What was it that you needed to do?
      - A – Action – How did you complete the task and why? (highlight only your contribution, not others)
      - R – Result – What was the outcome of your actions, what went well, and what did you learn?

## Information for Clergy moving from Parochial Posts

- If you are considering moving from a Parochial post to a post within the DBF, you may have some questions about how the salary and benefits differ from Parochial posts. The following is a run-down of the most common questions and answers:
- There is no house provided for DBF posts, so you will need to find accommodation that suits your needs.

- There is no relocation package, therefore any moving expenses will need to be self funded (removal firms/solicitors fees etc)
- During your employment with the DBF, any expenses for mileage are only payable for work related journeys, not commuting to and from work.
- At the Diocesan office, we have a flexible approach to working location, being able to work from the office and from home (pending satisfactory home-based risk assessments). You will not receive an allowance if you choose to work from home, and apart from a laptop and mobile phone, you will be expected to provide your own desk, chair and ergonomic equipment for your home workstation (You will be provided with a fully equipped workstation within the Diocesan office).
- The allocation of parking at the Diocesan office is a discretionary provision and is limited. It is allocated to staff members in accordance with the car parking policy. Should you require parking you can contact the Operations Administrator to book this for you, but typically, you will be expected to park off-site.
- As part of your role, you may be required to or wish to minister in the Diocese. In the former case, your appointment will need to be approved by the Bishop, in the latter you will be able to discuss a General License or PTO with the Bishop.
- You should seek financial advice on the following:
- If you own a house which you rented out, but no longer live in accommodation that is tied to your post (Vicarage/Rectory), your primary residence status may lapse, and if so, your home will become liable for Capital Gains Tax on the sale.
- You can choose to join the non-contributory DBF Church workers Pension scheme which pays out 8.5% employer contributions plus gives 2 x salary in the event of death in service. Alternatively, you may choose to remain in the Clergy Pension Scheme. If you do so, your take home salary will be reduced to take into account the much higher pension contribution required compared with the Church workers pension Scheme. Due to the way the Clergy Pension Scheme is managed your take home salary may vary if the employer contribution to the scheme varies. This could be both up or down. The revised salary if you choose this option can be provided on request.

## Thank you for your interest

Thank you for applying to work for us. If you have any questions, you can contact the HR Officer or Recruiting Manager whose details are written in this pack.

We wish you every success with your application and thank you for your interest in our Diocese.