

JOB APPLICATION PACK

Process Improvement Accountant

APPLICATION DEADLINE

23 June 2025



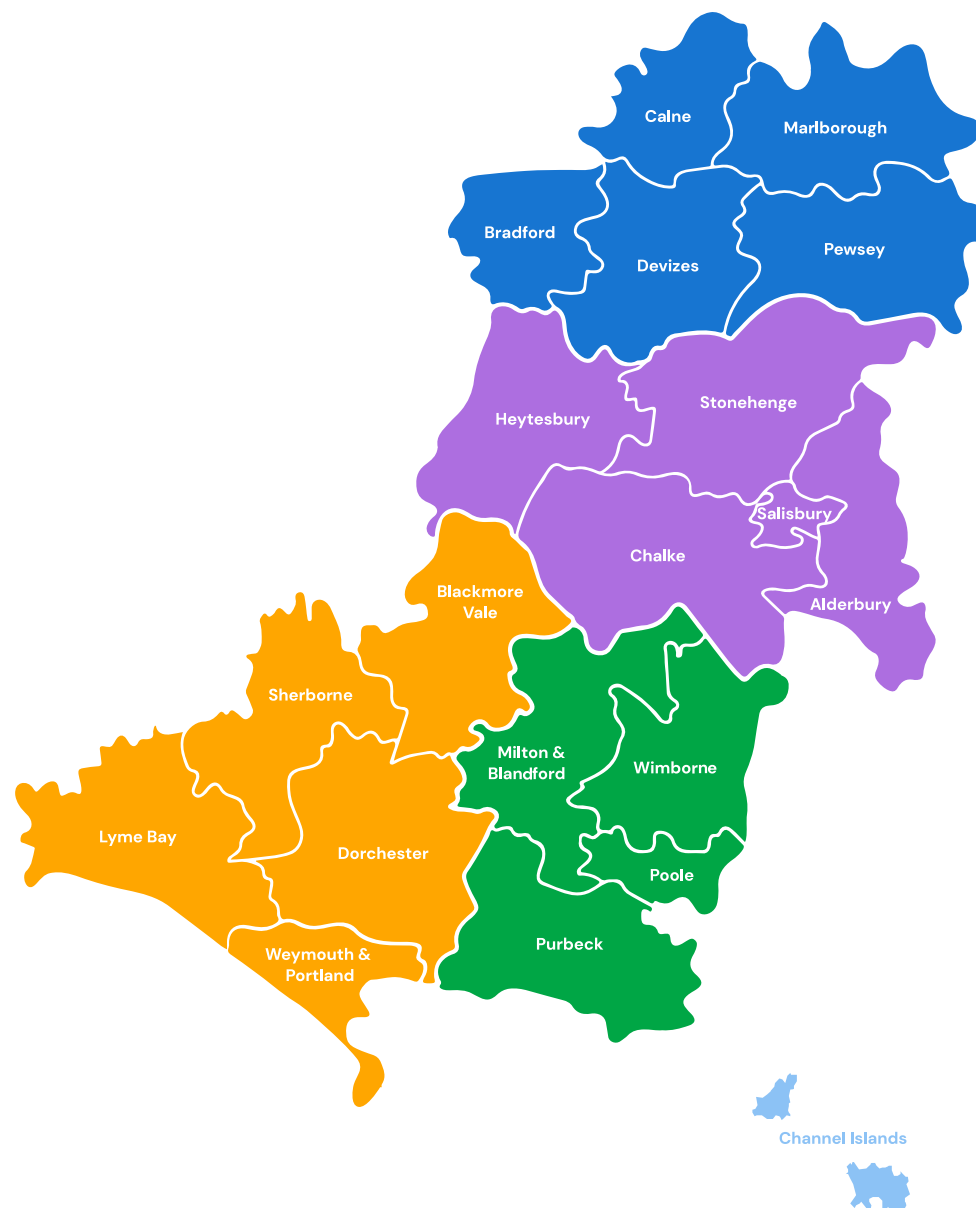
Hello and welcome!

What are we looking for?

Are you a hands-on, solutions-focused accounting professional with a passion for driving process efficiency?

We have an exciting vacancy for a Process Improvement Accountant to join our dynamic Finance team.

We're looking for a Process Improvement Accountant who will play a key role in enhancing the effectiveness of our financial operations. This role combines process analysis, documentation, and improvement design with hands-on accounting support to ensure our Finance team remains agile, compliant, and deadline ready. If you're analytical, adaptable, and thrive in a fast-paced environment, we'd love to hear from you.



Our vision and priorities

The Diocese of Salisbury (a geographical area under the pastoral care of a bishop) is a Christian community of churches, schools and chaplaincies serving more than one million people. For more than 900 years we have been a regional presence of the Church of England, with a history of serving our communities. Today, as always, we are committed to encouraging people to explore their faith in Jesus Christ and discover how God's love can transform lives. We hope that you will join us in this important conversation.

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Background Information

The role

The role is offered as a **full-time, fixed term contract for a period of one year**. We provide a supportive workplace culture, are committed sustainable work/life balance, and offer opportunities for flexible and remote working.

What we offer

We offer a competitive and attractive compensation and benefit package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer 28 days paid annual leave, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Time Commitment

Job role: Process Improvement Officer

Hours: 35 hours p/w

Duration: 1-year Fixed Term Contract

Salary: £43,531 – £48,668 per annum
(Grade 3C to Grade 3E)

Team: Finance Team

Candidates will need to have a full driving licence and have access to a vehicle to carry out their role, an expense process is available.

Job Description

Job Purpose

The Process Improvement Accountant will work with the Head of Finance, to improve the efficiency and effectiveness of accounting processes and controls within the Salisbury Diocesan Board of Finance (DBF).

Provide surge capacity on a variety of accounting duties enabling the Finance team to meet required deadlines and compliance requirements, whilst implementing process and control efficiencies.

Roles & Responsibilities

Process Analysis, Mapping & Documentation

- Working collaboratively with the finance and other teams to review, map and document existing finance and procurement processes, policies and controls to improve transparency, resilience and accountability. Investigate and analyse the root causes of issues within finance and procurement processes. Identify, document and report on inefficiencies, significant financial / operational risk areas and bottlenecks.

Design and implement improvements

- Design and recommend improvements. Once agreed, work collaboratively with colleagues to implement these new processes, policies, internal controls and documentation to enhance efficiency, reduce risks and errors. This may include working with suppliers and the Technology team to further enhance system integration, automation and functionality. As part of the implementation process, provide clear communication, training and support, enabling colleagues to adapt and build confidence in new ways of working.

Monitoring, evaluation and reporting

- As appropriate, utilise data analysis to identify areas for improvement and generate reports on process performance. Provide regular updates (including presentations) to the leadership team and other stakeholders and evidence the impact of process and control improvements.

Provide surge capacity to the Finance Team

- Be agile and assist the Finance team to achieve deadlines and or compliance on a variety of accounting duties. This may include but not limited to participating in financial planning (forecasting & budgeting), modelling financial scenarios including cashflow management, trust accounting & gift aid claims, etc.

Personal specification

Qualifications & training required:

- Essential: Qualified accountant (ACA, ACCA, CIMA)

Experience

Essential:

- Solid post qualification experience in wide range of financial and management accounting responsibilities.
- Some evidence of identifying and implementing process improvements
- Strong Microsoft Office knowledge, e.g. Excel, PowerBI or similar tools

Desirable:

- Strong process improvement experience
- Knowledge of Microsoft Dynamics
- Experience in charity sector

Competencies & Behavioural requirements

Essential:

- Strong analytical and problem-solving skills with the ability to analyse complex process, identify areas for improvement and address process issues effectively.
- Able to communicate complex financial information, simply and effectively to a broad range of people from different disciplines and with differing viewpoints.

- Comfortable working autonomously in a fast-paced, evolving environment.
- Hands-on, pragmatic, and solution-oriented approach.
- Willingness to be flexible and adapt to the demands on the Finance Team.
- Demonstrating ethical decision making and transparency.
- Sympathetic to the aims and ethos of the Church of England.

Desirable:

- Able to work using cloud-based software, such as SharePoint and accounting systems and software.

Application process

As part of your application please submit the following:

Part 1 – Complete an [Application Form](#).

Part 2 – A Covering Letter of no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role. Please use the job description and person specification as your reference.

Part 3 – A current CV

Closing date Monday 23 June 2025, 9am

Shortlisting Monday 23 June 2025

Interviews: Tuesday 1 July 2025 at Emmaus House, Wilton, Salisbury, SP2 OFG.

The interview process will be in two parts:

1. Task Assessment or Presentation (TBC)
2. A panel interview

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role, please contact the HR team on hradmin@salisbury.anglican.org.

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

We are committed to the safeguarding and protection of everyone within our community.

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

Please return applications with supporting documentation by email to:
hradmin@salisbury.anglican.org



"The Spirit of the Lord is on me, because
he has anointed me to proclaim good news
to the poor. He has sent me to proclaim
freedom for the prisoners and recovery of
sight for the blind, to set the oppressed free,
to proclaim the year
of the Lord's favour."

LUKE 4: 18 — 19

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