



DIOCESE OF
COVENTRY



ACCOUNTS ASSISTANT

Candidate Application Pack

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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, Equity and Inclusion Statement

We welcome Diversity at the Diocesan Board of Finance

We are dedicated to employing staff with diverse backgrounds, abilities and working styles.

We understand that a diversity of ability can involve a diversity of needs.

We are committed to actively supporting all staff members to fulfil their potential.

If you have a disability, long-term illness or are neurodivergent, 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.

All employees undertake equality, diversity and inclusion training during their employment.

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

The Diocese of Coventry represents the Church of England in Coventry and Warwickshire. With a network of 200 parishes, there is a Christian presence in every local community. There is a rich variety of people and traditions, which are united in our shared mission of "worshipping God, making new disciples, transforming communities".

The Coventry Diocesan Board of Finance Ltd (DBF) manages the financial affairs and hold the assets of the Diocese and its associated entities as well as managing activities to serve and equip these parishes through various activities and projects.

The Finance & Governance team handle all matters concerning Diocesan and Cathedral finance including the administration and collection of parish share, paying invoices and expenses, budgeting, annual statutory, management accounts, clergy stipends, staff salaries, advice to parishes on parochial finance matters.

This role covers the full range of work in an accounting system dealing with input to and output from all ledgers with **specific responsibility** for the administration of parish shares and fees including the issuing of regular statements to parishes. The purpose is to ensure that the accounting system has accurate and timely financial data which is available to those who require it either for decision-making or for external reports and accounts.

Key Responsibilities

Parish Share / Fees Administration

This includes:

- Administration of parish share including correspondence with and building a relationship with the different deaneries and parish treasurers.
- Giving excellent customer service to the Treasurers at both Deanery & Parish level
- Occasionally going out to Deaneries & Parishes to strengthen relationships between the DBF & these parties.
- Posting of the transactional receipts from the bank onto the Sales Ledger for Parish Share.
- Ensuring that disputed &/or outstanding amounts of Parish Share are resolved in accordance with Parish Share Relief process.
- Proactively communicating with both Parish Treasurers & Deanery Treasurers to ensure that their payment of Parish Share is fulfilled.
- Collection and reconciliation of any prior year balances and resolving any payment queries from the parishes.
- Production of monthly parish share statements for the deaneries, parishes and the senior management team.
- Production of monthly parish share report for the management team, DFG, PPM and any other relevant committees.
- Following these meetings ensuring that the relevant actions around Parish Share are undertaken.
- Reconciling Parish Share accounts to ensure that all payments & reliefs are allocated correctly.
- Inputting standard monthly Parish Share journals at the direction of the Financial Controller.
- Monthly reconciliations of the Parish Share Balance Sheet accounts.
- Ensuring that parochial fees & payments are allocated to the correct Parish Share accounts & resolve any queries around these transactions.

Further Month End tasks

This includes

- Working with budget holders to ensure that grants awarded to Parishes are correctly recognised in the accounts & that budget holders have clarity in terms of expenditure & available unallocated funds.

To provide both cover & occasional help to the Finance Officer

This includes:

- Generation of Sales Ledger invoices.
- Posting of purchase invoices and expense claims to the Purchase Ledger, ensuring these are approved in line with current delegations of authority.
- Collating and reviewing the back up for payments.
- Generation and preparation of Purchase Ledger payments and import to the electronic banking system.
- Preparation of ad-hoc payments.
- Posting of direct debit payments and allocation to invoices.
- Ensuring VAT is correctly accounted for.
- Dealing with any payment queries from suppliers or colleagues.

Other team duties

This includes:

- Documenting finance processes
- Advising colleagues on finance procedures.
- Provide cover and support during absences of team members.
- Any other duty as required by the Financial Controller or Director of Finance.

Key Contacts

The Accounts Assistant is line managed by the Financial Controller and is required to provide effective financial support primarily to the parishes in the DBF to ensure a collaborative approach to the collection of Parish Share.

Other key relationships include the Deaneries and Parish Treasurers, other members of the Finance & Governance team, budget holders, Archdeacons' PA, and the HR Administrator.

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

Key –

AF – Application Form, I – Interview, T - Task

Attributes	Essential	Desirable	Means of Assessment
<p>Qualifications</p> <p>A good standard of education with at least grade C in GCSE Maths and English or equivalent</p> <p>AAT accounting qualification as a minimum</p>	√	√	AF
<p>Experience of:</p> <p>Credit Control/Sales ledger</p> <p>Experience of Microsoft Windows applications including Excel, Word and Outlook</p> <p>Working in a finance office environment</p> <p>Using a computerised accounting system</p>	√ √ √ √		AF AF, I AF, I AF, I
<p>Abilities</p> <p>Work accurately and with attention to detail</p> <p>Self-motivated, able to meet deadlines within defined standards and prioritise tasks including when under pressure</p> <p>Comfortable with learning to use different software applications</p> <p>Maintain a high level of confidentiality and discretion at all times</p> <p>Work with people across a wide range of levels and responsibilities</p> <p>Ability to communicate effectively with internal and external contacts at all levels</p>	√ √ √ √ √ √		AF, I AF, I AF, I AF, I AF, I AF, I
<p>Knowledge and Skills</p> <p>Highly organised with excellent time management skills</p> <p>Excellent attention to detail and highly accurate</p>	√ √		AF, I AF, I

Effective verbal and written communication skills	√		AF, I
An understanding of financial controls and the need for segregation of duties	√		AF, I
<u>Personal qualities</u>			
Professional, friendly and approachable	√		AF, I
A positive and constructive attitude	√		AF, I
A commitment to providing excellent customer service	√		AF, I
A commitment to improving environmental performance		√	AF, I
Conscientious, diligent and hard working	√		AF, I
Appreciation of the specific characteristics of the charity sector and the need to use limited resources wisely		√	AF, I
Empathy with the Christian ethos of the organisation	√		AF, I

Salary and Benefits

Employer: Coventry DBF

Line Manager: Financial Controller

Place of Work: Coventry Diocesan offices

Salary: £28,875.77

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 information

Interview location: Coventry Diocesan offices

For an informal discussion about this role, please contact: Karen.Birch@Coventry.Anglican.org

Please send applications and equal opportunities forms to:

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.