

Vacancy Post: DBE Finance and Operations Officer

Hours: Full time – 35 hours per week

Salary £34,225 rising to £35,251 in April

Job Profile:

To support the work of Chester Diocesan Board of Education by managing its financial operations and overseeing its legal and schools' capital work.

Background

The role of the Diocesan Board of Education is to promote education consistent with the faith and practice of the Church of England throughout the Diocese, with specific responsibilities for supporting Church schools and academies and their governors. In order to do this effectively, it works with a wide range of bodies and organisations (including parishes, other dioceses, local authorities, Multi Academy Trusts (MATs), the Department for Education and the national Church of England Education Office).

In the Diocese of Chester there are 114 Church of England schools. Six of the schools are secondary schools (one joint Catholic/C of E, one also supported by the Diocese of Liverpool) and the remainder are primary.

There are nine local authorities with which we work: Cheshire East, Cheshire West and Chester and the Wirral are entirely within the Diocese, Halton and Warrington are shared with the Diocese of Liverpool, Trafford, Stockport and Tameside are shared with the Diocese of Manchester, and Derbyshire is shared with the Diocese of Derby.

The Diocese is also a member of DBE Services Ltd, a company formed by a group of northern dioceses for the marketing of educational services. Recently, DBE Services took over the management of the school capital projects, for which the DBE is allocated funding for its Voluntary Aided schools. It also works closely with its partner legal firm on all legal matters. The successful post holder will work with both companies relating to DBE matters and the finance relating to the school capital projects. In addition, the DBE partner with an accountancy company who provide specialist support, as needed, and preparing the annual accounts.

The Diocesan education team is made up of nine full and part-time officers based at Church House, who also work regularly with a number of consultants and other educational partners. A significant amount of support for schools is delivered through our 'Family of Schools' offer, which is taken up by all of our schools.

Job Description

To support the work of Chester Diocesan Board of Education by managing its financial operations and overseeing its legal and school buildings work.

To manage the financial work of the Diocesan Board of Education

- To administer and manage the DBE's finances, including postings and reconciliations that include bank transactions and company credit cards;
- To prepare an annual budget and monitor it throughout the year ensuring spending is in line with the budget lines;
- To prepare quarterly management accounts and report to the Finance ;
- To support and plan for the annual financial audit of the Board of Education, liaising with the audit team;
- To ensure governance compliance with financial policy and procedures;
- To provide support for schools in queries relating to payments;
- To manage the financial and other systems used to support the Board of Education's work, including oversight of the creation of invoices and the processing of payments;
- To manage the DBE's investments accounts with CCLA and provide updates and reports to the Director of Education and the Board.
- To liaise with DBE services with regards to school capital projects.

To manage the legal work of the Diocesan Board of Education

- To provide support and advice to headteachers, governors and trustees of Church schools, in the areas of their legal responsibilities;
- To liaise and obtain necessary consents from land owners, including site trustees, and the management of insurance renewals.
- To liaise with solicitors, accountants, architects, surveyors and other professionals with regard to matters relating to trust deeds, orders and schemes for schools and DBE property assets.
- To ensure appropriate and timely submissions to the Charity Commission and Companies House on behalf of the DBE.
- Administrative duties arising from the Diocesan Board of Education being a limited company and registered charity.
- To complete land questionnaires as part of the academy conversion process; investigating and resolving site issues arising from the proposed conversion; and inputting into the Church Supplemental Agreement from a land perspective.

- In the academy conversion process, to investigate and resolve issues relating to the transfer of sites, including disputes over ownership.

General Requirements

- To be the lead officer for, and report to, the DBE Finance & General Purposes Committee. Prepare and present a report detailing school/property related matters and make presentations to the DBE and other committees as appropriate.
- To liaise with the Church of England Education Office, local authorities, MATS and colleagues from other dioceses and educational organisations to support and develop the work of the DBE.
- Attendance at relevant meetings, and involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
- To participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
- To undertake such other duties as reasonably requested by the Director of Education.
- Contribute to the wider work of the Diocese, as appropriate.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

Summary of Terms and Conditions

Employer	Joint Employer - The Diocesan Board of Education and The Diocesan Board of Finance (DBE / DBF)
Line Manager	Director of Education
Hours	The post is full time, 35 hours per week. The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu.
Salary	£34,225 rising to £35,251 in April
Location	The post is based at the Diocesan offices at Church House, Daresbury Park, Warrington. There is the availability of up to 40% hybrid working in agreement with, and at the discretion of, the line manager.
Pension	The DBE/DBF offers a generous contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board.
Holidays	In addition to the eight Bank and Public Holidays, employees are entitled to 25 days annual leave in any year.
DBS Disclosure	The post may be subject to a Disclosure and Barring Service check
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles and 25p per mile thereafter)