

Summary of Terms and Conditions

Employer	Chester Diocesan board of Finance
Line Manager	The Bishop of Chester The Chair of the Diocesan board of Finance
Hours	This is a full-time post, working 35 hours per week. The post holder will be required to work outside or normal working hours from time to time for which Time Off in Lieu will be given.
Salary	£90,000 - £92,700
Location	The post is based at the diocesan offices in Church House, 5500 Daresbury Park, Warrington, WA4 4GE. There is the availability to work up to 40% hybrid working in agreement with, and at the discretion of, the line manager.
Pension	The DBF offers a contributory pension scheme (minimum of 5% employee contribution and minimum of 10% employer contribution). The employee may choose to contribute 7½% of salary and the DBF will contribute 15%. The scheme is organised by the Church of England Pensions Board.
Holiday entitlement	30 days holiday plus bank and public holidays Flexible working hours are also offered, subject to work requirements.
DBS Disclosure	An Enhanced DBS Disclosure will be required for the post holder.
Expenses	Out of pocket expenses will be reimbursed. A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently of 55p per mile for the first 10,000 miles per year and 25p per mile thereafter).