



JOB DESCRIPTION

Job Title:	Finance and Asset Manager
Job Duration:	3 year Fixed Term Contract
Job Location:	Office - Elphin Diocesan Office, St. Mary's, Sligo Parishes throughout the Diocese
Line Management:	Bishop and, functionally, to the Diocesan Finance Administrator

JOB PURPOSE

The Roman Catholic Diocese of Elphin includes almost all of County Roscommon, as well as a significant portion of County Sligo and some parts of East Galway. The Diocese seeks to carry on its activities in a manner which is consistent with the Gospel and with Catholic Social Teaching. (See www.elphindiocese.ie)

The purpose of the role of Finance and Asset Manager is to ensure that the Diocesan Finances and Assets are proactively managed in accordance with best practice and in a manner which complies with the requirements both Civil and Canon law. The role extends to the parishes and agencies which are an integral part of the Diocese. The role must be carried out with due regard for the pastoral priorities of the diocese as determined by the bishop.

PRINCIPAL ACCOUNTABILITIES

Reporting to the Bishop, functionally to the Diocesan Finance Administrator and working with existing Diocesan and Parish Staff and Volunteers, the Diocesan Finance and Asset Manager is required to:

Manage the Finance Function

- Manage the entire Finance Function of the Diocese including the day to day administration of the finance office in a proactive manner and in accordance with external regulatory requirements, Diocesan Guidelines and best practice;
- Present financial results on a scheduled basis to the Diocesan Finance Council (DFC) and update the DFC on any relevant matters in the interim;
- Produce audit-ready accounts on an annual basis and in a timely manner and follow the audit process up to and including the publication of the annual report to the Charities Regulatory Authority (CRA);
- Prepare and present to the Diocesan Finance Council an annual budget for the Central Services of the Diocese and monitor and control ongoing activity against same;
- Liaise with Diocesan Legal advisers on financial and related matters;
- Ensure the Diocese is compliant on all regulatory issues including the prompt payment of liabilities to external agencies;
- Attend all meetings of the Diocesan Finance Council and act upon decisions;

- Attend the Investment Sub-Committee, communicate investment recommendations to the DFC and ensure decisions are implemented;
- Act as liaison with the Finance Office of the Catholic Bishops' Conference on matters related to finance;
- Communicate decisions of the Bishops' Conference on fiscal matters to the Bishop and the DFC;
- Liaise with all the financial institutions with which the Diocese is involved, to ensure that the interests of the Diocese are represented;
- Administer Diocesan Payroll;
- Any other ad hoc issues relating to finance as necessary.

Fixed Assets

- Complete and maintain a register of Diocesan and Parish assets as required under the Charities Legislation;
- Ensure by means of annual checks that properties and other assets are properly maintained and insured;
- Ensure that properties are correctly vested in the diocesan trust and that all trustees are correctly appointed and replaced as required;
- Schedule and manage meetings of the Property Sub-Committee;
- Ensure recommendations on property are fully communicated to the DFC and decisions acted upon;
- Manage licensing/letting/sale of diocesan properties/assets in accordance with diocesan regulations and the direction of the Bishop and DFC.

Internal Audit and Support for Parishes

- Ensure that the internal audit programme of the Diocese meets Financial Reporting Standards and the Administration Guidelines of the Diocese;
- Carry out scheduled internal audits, to include financial systems (cash handling, authorisation of expenditure), revenue compliance and all matters relating to leases and licenses. Issue timely reports and follow up with corrective action;
- Provide regular training for clergy and parish personnel on all aspects of best practice in finance and related matters;
- Respond to specific questions or difficulties from clergy and staff members of the Diocese on financial matters;
- Ensure that parishes and other agencies and offices of the Diocese are using the SURF programme regularly to report financial information;
- Critically examine the financial information submitted by the offices, agencies and parishes of the Diocese;
- Ensure that parishes remit all relevant levies and third party collections to the Diocesan Office in a timely manner.

Operational Income:

- Devising and implementing a strategy for improving the level of operational income available to the Diocese by
 - a. Exploring ways of broadening the contributor base through current parochial income streams
 - b. Exploring innovative fundraising possibilities consistent with the ethos of the Church

The above contains the main outline of duties and cannot be complete. Tasks may arise which do not fall within the remit of the above list of main duties. You are required to respond flexibly when ad hoc tasks arise which are not specifically covered in this job description.

JOB REQUIREMENTS

Knowledge (Qualifications & Related Experience):

Essential:

- 3-5 years' management experience;
- Technical knowledge in the areas of financial accounting and reporting management accounting and financial planning, general business, information technology and taxation;
- Computer literate, a good working knowledge of Microsoft Office, current software used in accounting, auditing and financial applications.

Desirable:

- An appropriate professional qualification in Accounting;
- A good knowledge of auditing and management information systems;
- A commercial background with internal or external audit experience;
- Project management experience;
- Experience of Fixed Asset reporting;
- Trained and experienced in ensuring the reliability of financial information (e.g., existence, accuracy, and completeness of information);
- Experience of researching, evaluating and advising parishes on the appropriate accounting treatment for transactions and accounting systems;
- Experience of aggregating and reporting information from various sources;
- Understanding of the application of legislation to the financial requirements of parishes;
- Knowledge of the ethos, management structures and practices of the Catholic Church

Key Behaviours:

- Parish focus, exercising a consistent high level of professional judgment;
- Excellent analytical skills and the ability to synthesise complex information from diverse sources into coherent, clearly written reports;
- Empathetic, yet persuasive, when dealing with sensitive parish financial issues;
- Maintains positive, productive relationships with parishes, staff and volunteers;
- Positive and pro-active attitude with regard to achieving goals;
- Self-motivated and comfortable working on own initiative;
- Excellent people management skills.

Key Skills:

- Presenting information/reports objectively, concisely and clearly;
- Problem solving skills - a person who can identify, address and resolve problems;
- Strong communication skills both verbal and written;
- Experience in implementing accounting systems;
- Excellent Management/Leadership skills

- Advanced interpersonal and influencing skills;
- Excellent planning and organisational skills - due to the out of office requirements of this role, a high level of personal organisation is expected;
- Multi-tasking;
- Full clean Driving Licence and the use of a car is required.

KEY RELATIONSHIPS

Internal

- Bishop
- Diocesan Finance Administrator
- Priests
- Diocesan Finance Council
- Staff and Volunteers in the Diocese
- Parish Finance Committees

External

- Parish accountants and solicitors
- The Revenue Commissioners
- Parish and Diocesan Auditors
- Financial Institutions

APPLICATION PROCEDURE

Interested persons are asked to send by email:

- i. A detailed CV tailored to the position including telephone and email contact details;
- ii. The names, addresses and contact telephone numbers of three referees;
- iii. A letter to the assessment panel communicating in less than two hundred words why you think you are suited to this post.

Please email to arrive on or before 28th December 2017 to:

Frank Mitchell
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