



The Diocese of Winchester

Diocesan Office, Old Alresford Place, Alresford. S024 9HD

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January 2012

Dear Enquirer

FINANCE ASSISTANT (MATERNITY COVER CONTRACT)

Thank you for your interest in the above post.

I enclose the following for your attention:-

- Application form
- Job description
- Person Specification
- Conditions of Service
- Background Information
- Equal Opportunities Form
- Equal Opportunities Policy
- Ethos and Values Statement

The closing date is Friday, 20th January 2012, with the date for interviews being Friday, 27th January at Diocesan Office, Old Alresford Place.

The post is subject to an unqualified enhanced CRB disclosure and is subject to a Genuine Occupational Requirement.

If you are not short-listed for this post, all paperwork comprising your application will be held confidentially for a period of six months after which it will be destroyed. If you are successful, in accordance with the Data Protection Act 1998, the information you provide may form the basis of a personnel record to be held by us.

Yours sincerely

Christine

Christine Williams (Mrs)
PA to the Diocesan Secretary

Encls

**DIOCESES OF GUILDFORD, PORTSMOUTH AND WINCHESTER
JOB DESCRIPTION**

TITLE OF POST: **FINANCE ASSISTANT (Maternity Cover Contract)**

RESPONSIBLE TO: The Diocesan Accountant in close collaboration with the Director of Finance

MAIN PURPOSE: Within the context of the Joint Finance Team to carry out those routine finance functions as detailed below.

RESPONSIBILITIES

1. To keep up to date the computer accounting records in respect of receipts, payments, journals and dividend and interest recordings for:
 - a) the Winchester Diocesan Loans Fund Winchester Diocesan Trusts
 - b) Winchester Church Schools fund
 - c) Guildford Church Schools funds
 - d) Guildford Diocesan Services Ltd
2. To post main ledger transactions arising from bank statements.
3. To reconcile all the associated Winchester and Guildford bank accounts on a regular basis.
4. To review the debtors and creditors, including the sales ledger debtors, of those ledgers noted in 1 above on a monthly basis and to work with the Finance Officers to resolve any outstanding items.
5. To respond to enquiries and requests from parishes in relation to trusts and the Diocesan Loans Fund, having consulted with the Winchester Finance Officer.
6. To bill as necessary tenants of diocesan glebe, and chase outstanding amounts, liaising with the Property Department and the DBF's glebe agent as necessary.
7. To administer the processing of ordinands grants for the Winchester Diocese.
8. To work closely with the Guildford Schools Building department to ensure the accurate recording of transactions relating to the Guildford Church Schools funds.
9. To participate as a member of the Finance team and undertake other tasks as may be required to enable the Finance Team to deliver their objectives during colleagues' absences, and other periods when workloads are heavy.



DIOCESE OF WINCHESTER

**FINANCE ASSISTANT
Maternity Cover Contract**

PERSON SPECIFICATION: Criteria	Essential	Desirable
<p>Qualifications:</p> <p>Book-keeping qualification or proven book-keeping experience Current Driving Licence</p>	✓	✓
<p>Experience, Knowledge and Skills:</p> <p>Ability to respond creatively to new situations Ability to research topics Aptitude for working with computers Experience at using computer accounting systems and spreadsheets Familiarity with Access Dimensions accounting system Ability to prioritise use of time and resources.</p>	✓ ✓ ✓ ✓ ✓	✓
<p>Personal Qualities:</p> <p>Ability and commitment to work flexibly and collaboratively with colleagues Ability to listen and communicate effectively Ability to develop understanding and effective relationships with clergy and voluntary parochial officers Diplomacy, tact, patience and a sense of humour</p>	✓ ✓ ✓ ✓	



DIOCESE OF WINCHESTER

CONDITIONS OF SERVICE

FINANCE ASSISTANT

Maternity Cover Contract

1. **Contract**

The post is full time as an employee of the Winchester Diocesan Board of Finance for a period of 12 months from the date of commencement of employment.
2. **Probationary Period & Notice**

The post holder will be subject to a probationary period of three months and, if then found satisfactory, the notice period on either side is one month.
3. **Salary**

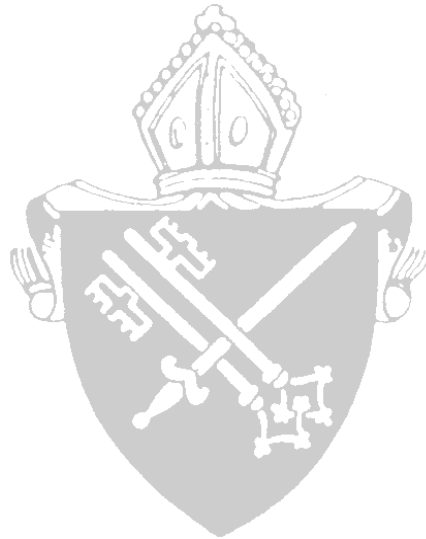
The salary will be around £20,000 for a minimum of 35 hours week per week.
4. **Hours of Work**

The Office Hours are Monday to Friday 9.00am to 5.00pm [with an hour for lunch]. Flexibility of working hours will be considered sympathetically but the needs of the team are the first priority.
5. **Place of Work**

The Finance Assistant will work from the Winchester Diocesan Office at Old Alresford Place, but may be required to visit the Guildford Diocesan office on an occasional basis.
6. **Annual Leave**

Annual leave entitlement is 25 days in addition to 8 bank/public holidays and between Christmas and the New Year when the Diocesan Office is closed.
7. **Other Matters**
 - (i) Full details of Conditions of Service, disciplinary and grievance procedures are contained in the Diocesan Employee Handbook [July 2001] which will be provided on commencement.
 - (ii) All diocesan offices have a non-smoking policy.
8. The Winchester Diocesan Board of Finance is working towards being an Equal Opportunities Employer and it has an Ethos & Values Statement.

DIOCESE OF WINCHESTER



BACKGROUND TO THE DIOCESE

THE DIOCESE

The Diocese of Winchester, which was founded in 676, today consists of:-

- a) about two thirds of the County of Hampshire, excluding Portsmouth and the area immediately to its north, and a few parishes in the north east;
- b) Southampton, most of Bournemouth and a small part of Dorset;
- c) the Channel Islands.

The area is 1216 square miles with a population of 1.27m. Whilst much of the diocese is rural there are significant urban concentrations in Southampton/Eastleigh (population approximately 250,000), Bournemouth/Christchurch (population approximately 200,000) and Basingstoke (population approximately 85,000).

Ecclesiastically the Diocese is served by 411 churches grouped in 179 benefices; 13 deaneries and 2 archdeaconries on the mainland, and two deaneries in the Channel Islands.

THE DIOCESAN SYNOD

The Diocesan Synod is governed by the Synodical Government Measure 1969 which sets out the following main functions:-

- to consider matters concerning the Church of England and to make provision for such matters in relation to the Synod's diocese and to consider and express their opinions on any matters of religious or public interest;
- to advise the Bishop on any matters on which he may consult the Synod;
- to consider any matters referred by the General Synod.

Members of the Diocesan Synod hold office for a term of three years. The membership of Synod consists of the Bishops, the Dean, the Channel Island Deans, the Archdeacons, the Chancellor, the Chairmen of certain statutory committees, Diocesan members of the General Synod, clergy and laity elected by the Deanery Synods in accordance with formulae approved by the Diocesan Synod.

The synodical system sits alongside episcopal authority and is in some matters advisory or consultative rather than executive. The synodical system encourages representation of both clergy and laity to be part of the committees that make up the diocesan structure.

This applies not only to the Diocesan and Deanery Synods, but also to the various diocesan committees. Each of these bodies also gathers around it specialist and professional assistance in its particular sphere of work so that the decision making processes take account of both opinions of church members and good professional practice.

THE SUPPORTING ORGANISATION

The Bishop's Council & Standing Committee

The Diocesan Synod appoints the Bishop's Council and Standing Committee.

The Diocesan Synod also acts as the Diocesan Board of Finance (DBF), ie. the company through which the diocese transacts its finances under the Companies Act 1985. Members of the Standing Committee are the Directors of the DBF.

Synod meets formally as members of the DBF in April or May each year to transact the statutory business of an Annual General Meeting including approving the accounts and appointing the auditors.

The annual diocesan budget, capital assets and trustee management responsibilities make the DBF bigger than many small companies.

Committees Directly Resourcing The Bishop's Council & Standing Committee

The Bishop's Council & Standing Committee, chaired by the Diocesan Bishop, controls objectives, setting of priorities, policy, provision of diocesan staffing resources, funding and management of staff. It also acts as the Diocesan Mission & Pastoral Committee. The Committee is supported by the following other bodies:

- (1) **Property Committee** – to manage and maintain clergy houses, glebe and redundant churches; and to fulfil the DBF's role of custodian trustee in respect of PCC-owned property.
- (2) **Business Committee** - to prepare Diocesan Synod business for the approval of the Standing Committee.
- (3) **Joint Board of Education** with Diocese of Portsmouth – to promote or assist in the promotion of education in the Dioceses, being education which is consistent with the faith and practice of the Church of England.
- (4) **The Area Pastoral Committees** advise the Mission & Pastoral Committee on deployment of authorised ministries within their respective Areas (determined by the Pastoral & Mission Measure 2007).
- (5) **The Diocesan Advisory Committee (DAC)** is an advisory body to the Diocesan Chancellor and to parishes on matters affecting church buildings within the terms of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.

DEPARTMENTS

The Diocesan Secretary / Chief Executive

The Diocesan Secretary is the Chief Executive of the Diocese and as such is the Secretary of the Diocesan Synod and the Board of Finance. As Chief Executive he/she heads up the staff employed by the Board within the various departments, and is a principal policy adviser to the Diocesan Bishop and Diocesan committees; co-ordinating and implementing agreed diocesan policy; and ensuring the efficient and effective administration of the diocesan organisation and the management of its finances. He/she is assisted by a Deputy Diocesan Secretary who undertakes the following:-

- the administrative servicing of the Diocesan Synod, its Committees and Working Parties; organisation and planning of business and implementing decisions;
- undertaking various legal requirements in relation to parishes such as:-
 - manages the daily running of the Diocesan office with the support of the Corporate Services Department;
 - ensuring that legal records required to be kept by parishes are in an acceptable condition under the Parochial Records Measure 1978.
 - synod and committee elections;
 - responding to general enquiries;
 - matters relating to the operation of the Diocesan Office, office services, personnel and employment, Health & Safety, etc.,.

- The Diocesan Conference and Training Centre at Old Alresford Place is operated on a day to day basis by the Deputy Diocesan Secretary. The Centre is also the location of the Diocesan Office.

Finance

The Finance Department, led by the Director of Finance, provides financial management services in respect of:

- diocesan and parochial investments;
- budget preparation;
- maintenance of accounts in accordance with the Company Act 1985 and the Charities Act 1993;
- provision of financial information;
- collection of parish Share and obtaining other sources of income;
- parish loans fund of approximately £2.5m deposited by PCCs from which PCCs may borrow at rates of interest more favourable than elsewhere;
- cash management scheme whereby the National Westminster Bank gives overnight investment rates to PCCs on current accounts which average £2.5m;
- producing educational material for parish treasurers.

This is all undertaken in partnership with the Dioceses of Guildford & Portsmouth.

Property

The Property Department, led by the Director of Property, has responsibility for:-

- maintenance and capital works relating to clergy housing;
- management of glebe properties;
- fulfilling the DBF's role of custodian trustee in respect of parochially-owned property under the Parochial Church Councils (Powers) Measure 1956;
- advice and management of projects relating to church properties;

DAC, Pastoral & Closed Churches

DAC, Pastoral & Closed Churches Department is led by the Head of DAC, Pastoral & Closed Churches. The department has responsibility for:-

- managing the clergy vacancy process;
- advising the Diocesan Chancellor through the DAC on proposed changes to church buildings under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991; preliminary advice to parishes is also a significant element of the work.

Discipleship & Ministry Department

The role of the Discipleship & Ministry Department, led by the Director, is:-

- to ensure that the making and growing of disciples is at the heart of parish life;
- to promote within the diocese the work of mission and evangelism amongst people of all ages;
- to provide on-going assistance to parishes in their work with children, young people and adults and the organisation of local and diocesan events in support of their work;
- to provide parishes with practical training for their work in enabling Christians to have confidence in sharing their faith;
- to provide opportunities for those called to ministry to discern their calling through a programme of basic ministerial training courses;
- to provide training for those offering themselves for ministry, whether ordained or lay, stipendiary or non-stipendiary;
- to provide grant support for ordinands in training;
- to provide IME training courses for those in their first four years of ministry, ministry appraisal, retreat grants, and study leave for clergy;
- to provide in-service training opportunities (CME for stipendiary and non-stipendiary clergy, readers and other accredited ministers through an annual programme of course and training days;
- to contribute to the national cost of ordination training undertaken by theological colleges and courses in accordance with a formula approved by the General Synod; numbers in training for the ministry are showing an encouraging increase;
- to advise on ministry specification documents and to provide expert help and support for licensed ministers in all aspects of their ministry.

Safeguarding

The role of the Safeguarding & Inclusion Department, led by the Director, is:-

- to promote and co-ordinate the response of the Diocese and its parishes to issues of safeguarding for children and vulnerable adults;
- to develop with parishes awareness and response to current issues for the inclusion of those in the margins of society;
- to advise PCCs on matters such as the Disability Discrimination Act and Child Protection.
- to provide a system for the provision of CRB checks for parishes and other groups in the Diocese
- to advise the Diocesan Bishop on all matters relating to safeguarding and inclusion.

Education

The role of the Education Department, shared with the Diocese of Portsmouth and led by the Director, is to implement the Diocese's statutory responsibilities for 95 Church of England schools and 1 Sixth Form College in respect of:-

- advising and assisting governing bodies in the maintenance, repair and replacement of aided church schools, including paying accounts, reclaiming Department of Education grants, liaising with architects, surveyors, etc;
- management of the Church Schools Fund in the funding of school buildings projects and certain running expenses. Fund assets arise from past sales of redundant church schools which can only be used for church school purposes;
- advising governing bodies in the implementation of current legislation, including issues to do with the national curriculum, RE and collective worship, financial delegation, contracts of employment, complaints procedures, admissions policies, etc., and on the appointment of Headteachers and other staff;
- providing training and consultancy support for church school staff, particularly in the fields of RE, collective worship, spiritual development and ethos;
- liaison with Officers of the Department for Education and Employment, the General Synod Board of Education, the National Society, the Charity Commission and the Local Education Authorities for Hampshire, Dorset, Southampton and Bournemouth, on behalf of church schools;
- promoting religious education in church and county schools;

- pursuing opportunities for creating new church schools (primary and secondary);
- providing training and support for clergy and lay leaders in their work with schools and colleges;
- inspection and training in schools outside the Diocese for which fees are earned by the Department.

Stewardship Adviser

The Stewardship Adviser is responsible for:-

- helping and enabling parishes to increase the regular committed giving of their members and give advice and guidance to parishes on stewardship programmes;
- promoting generosity, environmental teaching and laws.

Communications Adviser

The Communications Adviser is responsible for:-

- co-ordinating all aspects of diocesan communications;
- providing advice and training on communications for parishes.

HR Adviser

The HR Adviser is responsible for providing advice on the Clergy Terms of Service Measure to the Diocese.

EQUAL OPPORTUNITY MONITORING

APPLICATION FOR POST OF: FINANCE ASSISTANT (Maternity Cover Contract)

The Diocese of Winchester is developing its Equal Opportunities Policy. In order to help the Diocese monitor the implementation of its Policy you are asked to complete this questionnaire. Information provided will remain confidential and will not be treated as part of your application.

APPLICANT'S NAME:

DATE OF BIRTH:

Please complete the following:

1. **MARITAL STATUS** (please tick):

Married () Single () Widowed () Separated () Divorced ()

2. **PREVIOUS SURNAME** (if applicable):

3. **DETAILS OF DEPENDANTS** (Usually elderly or disabled relatives and/or your children):

.....

4. **ETHNIC ORIGIN:** My ethnic origin is (please tick)

White	()	Indian	()
Black Caribbean	()	Pakistani	()
Black African	()	Bangladeshi	()
Black Other	()	Chinese	()
		Other (please specify)	()

5. **NATIONALITY:** If your nationality is not British, please state it (e.g. Jamaican, Japanese, French)

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6. **COUNTRY OF BIRTH:**.....

Please turn over

7. Are there any other details you would like to make us aware of:

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This document will be kept separate from your Application Form.

The information you provide will be treated in the strictest confidence and will not be available to interviewers on any appointment panel.

**Please return this form to Mrs Christine Williams, Diocesan Office,
Old Alresford Place, Alresford. SO24 9DH.**

WINCHESTER DIOCESAN BOARD OF FINANCE ETHOS AND VALUES STATEMENT

BACKGROUND

The Directors of the Winchester Diocesan Board of Finance have prepared the following ethos and values statement in response to the provisions of the EU Employment Directive that came into effect in December 2003. This Directive makes it unlawful for employment practices to discriminate on the grounds of religion or sexual orientation. However, it is possible to identify posts where it is necessary to recruit and appoint either faith specific individuals where there is a “genuine occupational requirement” (GOR) having regard to the Christian ethos of the organisation; and/or sexual orientation specific individuals as leaders of organised religion having regard to the ethos of the organisation. In making these statements, the Winchester Diocesan Board of Finance has amended its Equal Opportunities Policy to reflect this exemption and commits itself to use these rights only where the post requires it and where no alternative arrangements are possible.

ETHOS

The ethos of the WDBF is its motivation to work together to further the Kingdom of God on earth, according to Jesus’ model of a lifestyle of love, truth, justice, mercy and forgiveness. Our ethos is thus given life and best described through our relationships – with God in Jesus and our relationship with others – rooted in the love Jesus Christ showed to us by His death and resurrection. This love compels us to serve others, putting their needs first, and to seek to embody this in our whole life.

We therefore believe that we should strive to live according to the model revealed and interpreted by God in Christ Jesus and His apostles in all aspects of our life, at work and at home, including our sexual expressions. For it is the belief of the WDBF that our activities are simply an outworking of our faith and thus there is an essential and indissoluble link between the private life and the public face of the WDBF.

VALUES

The embodiment of our ethos will be seen in the values we hold and share both as an organisation and as individuals within the same. We therefore believe in:-

1. **Integrity** – the values we preach and promote must be practised within our organisation.
2. **Authenticity** – as we seek to further the Kingdom of God on earth so we also seek to ensure that as an organisation we embody the same.
3. **Transparency** – we strive to be open about what we believe and the links between that and our mission however it is seen.
4. **Accountability** – we receive all we have from God and we are accountable to the Diocesan family and to Him for its good stewardship.

Ethos & Values Statement

5. **Diversity and Equality** – we maintain our distinctiveness by recruiting those who are committed to Christ’s teaching, but we also treat all people with respect and ensure that all people are given equal value and work as God has called us so to do.
6. **Discipleship** – from our work of service for others we learn more about ourselves and our relationship to God.
7. **Wellbeing and Transformation** – as children of God, created in His image, we seek to safeguard our own well being as well as that of those we work for and serve and in doing so recognise that everyone should have the opportunity to develop and change to realise their full potential.

IMPLICATIONS

In all we do and are, the link between our expressed ethos and our visible values is clear and inseparable. We commit ourselves to these core values and the ethos which lies behind it. We ask our employees to acknowledge these as being at the heart of the organisation and have regard to them in the work they do in the name of the Winchester Diocesan Board of Finance.

For employees, who as a usual part of their work represent the Diocese in a senior capacity or who are in positions of leadership or influence, the manifestation of our value and ethos must be seen in the lives, both at work and in private, of those employees. In particular, there is a need for those employees to be committed believers in the teachings of Christ about God and the nature of His Kingdom as interpreted by the Church of England, and seek to model their lives upon His teaching.

Whilst this stands in contrast to our core value of accepting diversity and encouraging equality in our dealings with each other and in all we do, we believe that, although Christ offered ministry to all, He required the highest standards of Himself. We set out in Appendix 1 those posts which, as at 1st January 2006, we deemed to be covered by a “Genuine Occupational Requirement” as set out above.

**WINCHESTER DIOCESAN BOARD OF FINANCE
APRIL 2006**

APPENDIX 1

- **Diocesan Secretary**
- **Assistant Diocesan Secretary**
- **Directors of Communications, Education, Discipleship, Finance, Ministry & Pastoral Planning, Property, Ordinands, Safeguarding & Inclusion**
- **Christian Stewardship Adviser**
- **Ordained Ministry Adviser**
- **Lay Training Officers**
- **Discipleship Field Workers**
- **Communications Officer**
- **Schools Support Officers**

**DIOCESE OF WINCHESTER
EQUAL OPPORTUNITIES POLICY**

- 1.1 As a matter of Christian principle the Diocese of Winchester aims to promote and adopt a code of practice which will ensure equality of opportunity in its employment and appointments policy.
 - 1.2 The Diocese of Winchester is part of the Church of England. Those who work for the Diocese in a paid or voluntary capacity will be expected to show sympathy with the aims of the Church of England within the Diocese in particular and with the aims of the Christian faith in general.
 2. It is therefore our intention to ensure that:
 - (a) recruitment, selection, training, consideration for promotion, and impartial treatment at work,
 - (b) access to benefits, facilities and services we provide, and
 - (c) access to membership of our councils, boards, committees and other groupsare available to all without unjust discrimination, and to ensure that no-one is disadvantaged in any of these areas by conditions or requirements that cannot be shown to be justifiable and within the limits of what is permissible under law.
 3. We will work to ensure that there is no discrimination on grounds of race, colour, nationality (including citizenship), ethnic or national origins, disability, age, gender, sexual orientation, marital status, religious or political affiliation, where any of these cannot be shown to be a requirement of the job or office concerned.
 4. In relation to certain posts:-
 - (a) it will be a requirement that the holder be a communicant or ordained member of the Church of England, or of a Church in Communion therewith, or of a member Church of the Council of Churches for Britain and Ireland or of Churches together in England
 - (b) recognition may need to be given to the fact that certain lay postholders are in similar leadership positions to ordained people.
 5. We will work to ensure equality of opportunity and of treatment in the areas and on the ground specified throughout our sphere of influence, in so far as it lies within our power.
 6. We will monitor our progress in implementing this Policy and the general observance of the Code of Practice which sets out how the Policy is to be applied, and report to Synod annually.
 7. We look to all our staff, councils, boards, committees and group members, both paid and voluntary, to abide by and to promote this Policy.
 8. Any grievance relating to this Policy must be taken up in the first instance with the board, council, committee, or organisation concerned. Unresolved grievances may be referred to the relevant Archdeacon, or to the Diocesan Bishop if Diocesan staff, boards, councils or committees are involved.
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