



Role: Head of Finance, full-time, permanent

Salary: £60,000 to £65,000

Reporting to: Chief Operating Officer

Location: The St Philip Howard Centre, Crawley (on site)

Application deadline: 18 August

Shortlisting: 19 August

Interview: 26 August in Crawley

About Us

The Diocese of Arundel & Brighton is a registered charity with care of 250 staff, 180 members of clergy, and many hundreds of volunteers.

The Diocese exists to enable the life and mission of the Catholic Church to flourish across Sussex and Surrey, with its 116 churches and 76 primary and secondary schools places where daily prayer is a natural part of life, the value of each person is recognised, and the riches of the faith are shared.

Job Purpose:

Reporting to the Chief Operating Officer, you'll oversee the support of cloud-based reporting for 80 parish sites and the delivery of timely, accurate management accounts for central operations based at our Crawley site. You will have a key role in providing high-quality financial reporting to our Trustees and Diocesan Finance Committee (DFC). You'll also lead the team in producing statutory audited accounts, acting as the principal contact for external auditors.

With additional responsibility for cashflow forecasting, treasury and investment management, tax compliance, VAT (for one subsidiary), and gift aid, this role ensures that the Diocese maintains robust financial governance. While Charity sector experience is a significant advantage in this

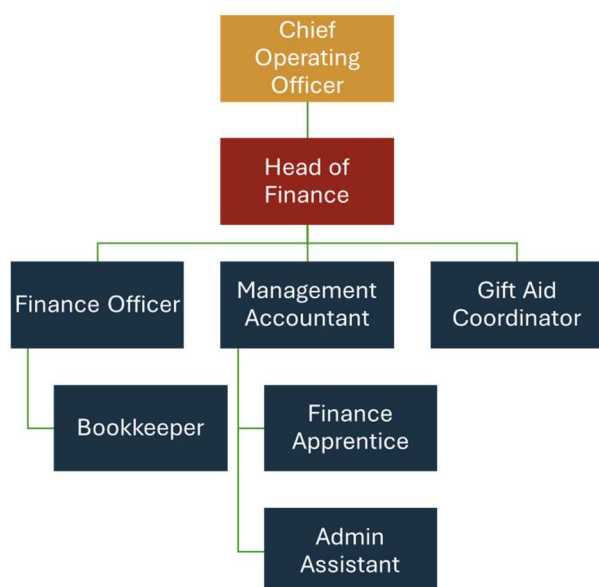
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position, it is your flexible and positive leadership of a diverse staff and volunteer finance community across some 80 sites that will set you apart.

Reporting Lines:



Principal duties and responsibilities:

- Supervise the other members of the finance team day to day to ensure the smooth running of the Diocesan Finance Office to ensure that it provides effective support for the parishes and produces timely and accurate management information.
- Produce and review monthly management accounts for the central teams, investigating variances to budget and reporting on this (to COO, DFC and budget holders).
- Preparation of annual budget and liaison with budget holders, with in-year monitoring.
- With the COO, to prepare cash flow and capital forecasts.
- Preparation of annual statutory accounts and audit schedules for the Diocese (including special trusts – both restricted and permanent endowment) and its subsidiary companies and a small sister charity (The Friends of Arundel Cathedral).
- Supervise the team's support for day-to-day parish accounting and financial management, including ongoing coaching and troubleshooting for parish treasurers and responding to

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queries from clergy, volunteer chairs of Parish Finance Committees and other parish staff and volunteers

- Preparation of annual budget, liaison with budget holders, monitoring throughout the year and reporting on budget variances.
- Manage diocesan investments and the distribution of dividends to parishes (who hold units).
- Supervise the team to process accounting transactions and journals including payroll and purchase ledger payments.
- Ensure compliance with HMRC include VAT returns (for one subsidiary) and all HMRC returns.
- Oversee, with the COO, key external relationships:
 - Accounting software provider (AIQ)
 - Bankers
 - Auditors
 - Investment managers
 - Payroll Bureau
 - Pension Adviser
- Liaise internally to oversee the use and accountability of public funds (for Voluntary Aided school building works)
- Oversee daily monitoring of cash balances and investigation of unexpected movements.
- Oversee day to day administration of 170 bank accounts, a Deposit scheme and the issuing of associated credit cards.
- Managing calculation and collection of Diocesan levies (on parish income).
- Oversee the collection of third-party charitable funds from parish banks accounts.
- Oversee the performance and recording of periodic monitoring and spot checks of parish accounting and compliance.
- Line-management of direct reports including annual performance review.
- With the COO, lead on the development of finance policies within the Diocese, and engaging with the wider financial community to roll out effective training and support compliance and best practice.

Essential Knowledge, Skills and Experience

- Educated to degree level or similar with a full professional accounting qualification
- Significant post-qualification experience (POE) in senior financial accounting roles, with strong technical expertise.

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- Proven track record in producing annual statutory accounts and successfully managing external audit processes.
- Extensive experience leading and developing finance teams, developing and motivating junior colleagues, and driving performance and accountability.
- Skilled in preparing management accounts, income and expenditure reports, and cash flow forecasts to support strategic decision-making.
- Demonstrated success in improving processes and enhancing financial controls.

Willingness and ability to work onsite and travel to all diocesan locations is essential, as is driving.

We welcome applications from people of all backgrounds - the successful applicant does not have to be a Catholic but must be sympathetic towards and supportive of the aims, vision, and mission of the Catholic Church.