**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**PROJECT FINANCE SUPPORT OFFICER**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:** | Project Finance Support Officer |
| **GRADE:** | Grade 4.1 |
| **ACCOUNTABLE TO:** | Finance Manager |
| **LOCATION:** | Cuthbert House, Stonebridge, Durham, DH1 3RY |
| **KEY RELATIONSHIPS:** | Finance team  Project managers  Director and Deputy Director of Ministry, Discipleship, Mission and Growth.  Parish treasurers, clergy and project leads  Other diocesan staff |
| **BACKGROUND:** | The Diocesan Board of Finance acts as the administrative body for the Church of England in the Diocese of Durham, ensuring that clergy and parish support services. It is also responsible for managing grant income and expenditure for projects including those funded by the national church, such as Resourcing Churches, Communities of Hope and Transforming Growth. |
| **JOB SUMMARY:** | To prepare claims for grant funding from funding bodies, and to support parishes and project staff in claiming eligible grant funding from the DDBF and to process and pay claims received from parishes and projects. To maintain records of funding paid and received and to provide reporting to project managers, grant funders, senior finance team members and diocesan leadership. |

**Main Duties and Responsibilities:**

1. To manage the process of grant funding claims from parishes where funding is provided by the DDBF. To receive and check the accuracy of claims and supporting evidence and liaise with DDBF budget holders to confirm the appropriateness of claims.
2. To ensure that claims from parishes are processed in accordance with the DDBF’s policies and financial regulations and to ensure that eligible claims are approved and disbursed in a timely manner.
3. To support and advise parishes in preparing and making claims that are eligible for funding in conjunction with DDBF project managers, visiting parishes where necessary.
4. To record claimed expenditure in the DDBF’s accounting system (Sage Line 50) using restricted fund and project accounting.
5. To report progress against project budgets to parishes, project managers, senior finance staff and diocesan leadership, liaising with parishes and project managers to understand the reasons for deviations from budget.
6. To process approved changes to budgets and to set up new projects as required.
7. To prepare and submit claims for reimbursement of project funding from the relevant funding bodies.
8. To process expense claims from parishes during clergy vacancies.
9. Undertake other reasonable duties commensurate with the role and the experience and skills of the postholder as requested, including covering the duties of the Accounts Officer and/or Senior Accounts Officer during periods of leave or absence.

*The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Cathedral on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **Qualifications** |  |  |
| 1 | Accounting qualification – AAT level 3 or equivalent, or part qualified, and/or 3 years’ finance experience. | Essential | A |
|  | **Experience** |  |  |
| 2 | Maintaining financial records in spreadsheets, databases and accounting software. | Essential | A & I |
| 3 | Dealing with people with a range of financial experience, for example internal and external, staff and volunteers. | Essential | A & I |
|  | **Knowledge** |  |  |
|  | Familiarity with restricted fund accounting. | Desirable |  |
|  | Familiarity with small charity bookkeeping and voluntary treasurer roles. | Desirable |  |
|  | Knowledge of the Church of England’s structure. | Desirable |  |
|  | **Skills** |  |  |
| 4 | Effective communication in person, via telephone and email, with diplomacy, courtesy and firmness as appropriate. | Essential | A & I |
| 5 | Proficiency with Sage Line 50 and/or equivalent accounting software and Microsoft office including excel. | Essential | A & I |
| 6 | Planning, prioritising and organisational skills. | Essential | A & I |
| 7 | Ensuring accuracy, attention to detail. | Essential | A & I |
| 8 | Ability to show initiative and problem solving. | Essential | A & I |
|  | **Personal Attributes** |  |  |
|  | Sympathetic to the ethos and objectives of the Church of England and the Diocese of Durham. | Essential | I |