

JOB DESCRIPTION

Job Title:	Head of Finance
Department:	Finance Department
Responsible to:	Director of Operations
Salary Grade:	PT8 salary scale - £58,000 - £65,000
Hours:	37.5 hours per week

MAIN FUNCTION OF JOB

To contribute to the Christian ministry and mission of the Presbyterian Church in Ireland (PCI) through the delivery of the duties outlined.

To be a Department Head within the General Assembly's Operations Directorate (OD), contributing to the effective leadership of its functions and assisting in the development of strategies and plans for the delivery of its agreed objectives in a manner in keeping with the Christian ethos of PCI.

To lead the General Assembly's finance function, ensuring compliance with statutory requirements and developing its financial systems and procedures

To provide relevant expert guidance and support to the General Assembly and its Councils and, as appropriate, directly to Presbyteries and Congregations in relation to financial matters.

RESPONSIBILITIES AND DUTIES

Leadership and Management

1. To provide advice and guidance to the General Assembly and its Councils, as well as the wider Church, including Presbyteries and Congregations as appropriate, on financial matters, in line with legal requirements and decisions of the General Assembly.
2. To contribute to the administration and formulation of policies, strategies and plans as a member of the OD Management Team and in support of the General Assembly, its Councils and Committees.
3. To provide effective direction and leadership for the Finance Department, managing individual performance of staff in the Department to ensure that the department provides appropriate support to relevant stakeholders.

Financial Management and Reporting

4. To lead and direct the effective and efficient management of PCI's processes and systems for financial budgeting, management and reporting, including making appropriate use of advances in technology.
5. To lead PCI's treasury management function, including preparation and review of appropriate cash flow projections, balancing investment income / interest with the need to ensure sufficient funds are available to meet payment demands.

6. To oversee PCI's payroll function.
7. To develop, monitor and regularly report key financial indicators for PCI, providing associated financial commentary and evaluation as required. Provide strategic advice on development and implementation of corrective action as necessary.
8. To oversee the compilation and communication of financial information to Councils, Committees and individuals, advising and challenging as appropriate.
9. To oversee production of PCI's statutory and other accounts, managing associated returns to relevant tax authorities and charity regulators. Engage with PCI's auditors to ensure timely audit of accounts as necessary.
10. To oversee production of the annual congregational Assessment budgets, providing advice in relation to setting appropriate & sustainable assessment rates.
11. To work with the United Appeal Committee in supporting the development of United Appeal budgets, monitoring in-year expenditure and reporting on the financial out-turn of each annual appeal.

General

12. To engage with insurance advisers to manage PCI's insurance provision, including providing advice to presbyteries and congregations as necessary and appropriate.
13. To develop effective working relationships with the appropriate statutory agencies, auditors, solicitors, etc.
14. To act as Secretary to the PCI Trustees and as Treasurer to the General Investment Fund. To oversee, and advise Trustees in relation to, the financial operation of the Presbyterian Relief Fund.
15. To take on revised oversight responsibilities in response to the business requirements and the decisions of the General Assembly.
16. To contribute to the overall organisational effectiveness of Presbyterian Church and to perform any other reasonable duties as deemed appropriate by the General Assembly or the Director of Operations.

The duties of the post may change over time to meet requirements either within the Operations Directorate or more broadly across PCI.