



The **United Reformed Church**
National Synod of Wales

Yr **Eglwys Ddiwygiedig Unedig**
Synod Cenedlaethol Cymru

Chief Finance Officer **Job Description**

Purpose of the role:

- To provide effective management of the Synods financial records.
- To provide an initial contact point for financial matters.
- To work with the Synod Treasurer to provide effective management of the Synod's financial assets.

Specific responsibilities

Finance

- To prepare quarterly management accounts.
- To prepare and monitor annual budget for the Trust and Synod fund accounts.
- Administration and quarterly tracking of local church and Synod investments.
- To prepare the Inter Synod Resource Sharing budget.
- To arrange the monthly reconciliation of all Synod and Church Accounts.
- To produce financial statements relating to the sale of property and assigning final net sale proceeds to appropriate funds.
- Make income, expenditure and journal payments and write cheques.
- To monitor all financial transactions.
- Maintain and arrange oversight of payroll, initiating changes and updates in line with personnel changes.
- Oversee the monthly payroll reconciliation.
- Create and issue invoices for reimbursements.
- Provide oversight for the reimbursement of ministerial and manse expenses from churches in cooperation with the Offices of General Assembly.
- Ensure financial controls are monitored in cooperation with the Synod Treasurer.
- Oversee the audit process in cooperation with the Synod Treasurer.
- Maintain a fixed asset register.
- Managing appeals for Mission and Ministry Contributions and liaising with the Offices of General Assembly.

- Maintain and complete records relating to the Continuing Ministry Education.
- Other ad hoc financial tasks when required

General

- To work with and provide administrative support to the Synod Treasurer.
- To be part of the Synod Support Team and attend events & training as required.

Scope and terms

Salary: £32,381

Hours: Full Time (28 hours per week, with a minimum of 3 days in the office, 1 day work from home)

Contract: Permanent (subject to a six-month probationary period)

Leave entitlement: 20 days pa, plus statutory holidays

Pension scheme available.

Location: Synod Office, Minster Road, Cardiff and working from.

Standard office hours are 9.30am to 5pm including a 30 minute (unpaid) lunch break.

Some weekend or evening work will be required, as will travel to meetings.

Due to the nature of the role, flexi-time may be accrued or depleted outside normal parameters to facilitate more flexibility, by agreement.