



# ARCHDIOCESE OF ARMAGH

## ST PATRICK'S ARCHDIOCESAN TRUST LIMITED

**ROLE PROFILE: DIOCESAN FINANCE MANAGER**

**Reports to:**

❖ **THE ARCHBISHOP OF ARMAGH**  
**THE COUNCIL OF ST PATRICK'S ARCHDIOCESAN TRUST LIMITED**

**Role purpose:**

❖ The Diocesan Finance Manager is responsible for the effective management and deployment of the Archdiocese's finances and budget, as well as other resources, in line with the Church's mission and objectives of the Charity. The Finance Manager will work closely with the Archbishop of Armagh, the Council of St Patrick's Archdiocesan Trust Limited (SPATL), Parishes and Clergy across the Archdiocese, both in Northern Ireland and the Republic of Ireland, and Diocesan Curia staff to ensure the well-ordered stewardship of the Archdiocese's finances and resources by providing leadership to the finance and general office services.

**Responsibilities of the role:**

In fulfilling this role, the job holder undertakes the following duties and activities:

### **Financial Management and Leadership**

**Responsible for:**

- Providing strategic financial advice and support to the Archbishop of Armagh, The Council of SPATL, Curia Office leadership team, parishes, and Diocesan agencies;
- Providing strong and effective leadership throughout the Archdiocese and promoting a positive perception of the Archdiocese to all stakeholders including statutory bodies, banks, investment managers, insurance providers and other relevant commercial organisations;
- Overseeing all aspects of finance and administration of the Charity, driving cost savings and efficiencies;
- Providing timely and accurate reports to the Archbishop and the Council of SPATL, and where relevant, other stakeholders, on all matters pertaining to financial management and control;
- Preparing and presenting the annual consolidated accounts, budgets, and monthly management accounts, and other required financial and business reports for the Charity;
- Overall management of the Diocesan budget and ensuring that functional heads effectively manage financial resources;
- Overseeing the management of the Diocesan investment portfolio in conjunction with the Investment Manager and Diocesan Finance Committee;
- Overseeing the management of the Diocesan Consolidation Fund including loan arrangements for parishes;
- Implementing and further developing appropriate financial procedures, controls and structures to deliver the effective, economical and efficient management of Diocesan funds and review of their effectiveness;

- Managing budgets and resources within projections and ensuring the financial sustainability of the Archdiocese through the preparation of annual estimates of income and expenditure;
- Identifying, and putting in place, the most effective, efficient and user-friendly accounting system for the Archdiocese, parishes and Diocesan agencies;
- Providing leadership, management, strategic direction, and development to Diocesan Finance Committee and Curia Office staff including setting clear and measurable targets;
- Negotiating and liaising with all service providers and staff bodies on behalf of the Charity;
- Leading and developing/implementing fundraising strategies;
- Administration and promotion of Gift Aid/CHY throughout the Charity;
- Driving a culture of continuous improvement to enable cost savings and efficiencies.
- Managing finance training and development to improve financial Skills throughout the Archdiocese.
- Overseeing the centralised payroll function of SPATL and ensuring appropriate payment to statutory authorities.

### **Risk and Governance**

#### **Responsible for:**

- Providing timely and precise information to the Archbishop, the Council of SPATL and its committees regarding governance;
- Overseeing and scrutinising parish financial statements and ensuring appropriate audits are completed;
- Maintaining and managing the Diocesan Financial Risk Register to ensure effective management of identified risks and remedial action where necessary;
- Ensuring all statutory and essential returns are lodged while assuring the integrity of all such public disclosures by the Charity;
- Ensuring good practice and compliance is adhered to at all times with all statutory regulations and standards;
- Providing professional input and administrative support to committees of SPATL and relevant Diocesan bodies and groups, as appropriate.

### **Corporate and Strategic Management**

#### **Assisting in:**

- Development, implementation and review of the strategic vision plan and funding targets for the Charity;
- Ensuring the implementation of the short and long-term strategic plans of the Charity as approved by the Council of SPATL;  
Designing, developing, operating and improving the systems and processes that create and deliver Diocesan services.

**The Diocesan Finance Manager will also assist other members of the Diocesan Team with financial matters pertaining to property, building projects, and human resources.**

**NOTE: This is not a complete statement of all duties and responsibilities for this post. The post-holder may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with the Archbishop and the Council of SPATL.**



## **ARCHDIOCESE OF ARMAGH**

### **ST PATRICK'S ARCHDIOCESAN TRUST LIMITED**

#### **Diocesan Finance Manager**

A challenging and exciting opportunity has arisen for a qualified Accountant to use their professional skills to make an impact in society as a Diocesan Finance Manager of a large Religious Charity.

The Catholic Archdiocese of Armagh is one of the larger dioceses in Ireland covering Counties Armagh and Louth, and portions of Counties Tyrone and Derry. The Archdiocese is made up of 61 parishes (37 in Northern Ireland and 24 in the Republic of Ireland), 146 Churches, various agencies, and a Catholic population of approximately 230,000).

The Directors of the Charity are now seeking to appoint a Diocesan Finance Manager to play a lead role in the financial development, administration and management of a professional service to the Archbishop of Armagh, the Council of St Patrick's Archdiocesan Trust Limited, the Curia Office, priests, parishes, managers of Diocesan bodies and other agencies of the Charity.

The Diocesan Curia consists of those institutions and persons which furnish assistance to the Archbishop in the governance of the entire Archdiocese, especially in directing pastoral activity, in providing for the administration of the Diocese, and in exercising juridical governance. It also includes all who participate in the overall administration of the Diocese, especially those who direct diocesan activities such as pastoral support, youth work, education, family life, liturgy, lay voluntary involvement and other facets of the local Church's life. Its central base is Armagh City.

<b>Job title:</b>	Diocesan Finance Manager
<b>Employer:</b>	St Patrick's Archdiocesan Trust Limited Registered Charity No. 106767
<b>Place of Work:</b>	Archdiocese of Armagh, Curia Office, Ara Coeli, Cathedral Road, Armagh BT61 7QY (The nature of the role will require some travel both within and outside the diocese)
<b>Hours of Work:</b>	35 hours per week
<b>Working Pattern:</b>	Monday to Friday: 9am – 5pm (some flexible evening and weekend work required when necessary)
<b>Salary:</b>	Commensurate with experience/ qualifications
<b>Holidays:</b>	39 working days per calendar year (Includes 10 public & 2 other holidays)
<b>Pension:</b>	The Charity operates an Auto Enrolment Scheme
<b>Reporting to:</b>	Archbishop, and/or his Delegate
<b>Start date:</b>	TBC

**Closing date:**

14 October 2022

**Interview date:**

w/c 24 October 2022

## DIOCESAN FINANCE MANAGER

### PERSON SPECIFICATION

	<b>ESSENTIAL CRITERIA:</b>	<b>DESIRABLE CRITERIA:</b>
<b>QUALIFICATIONS</b>	<p>Have successfully completed the professional examinations and be a full, current member of at least 5yrs of one of the following bodies, or their equivalent:</p> <ul style="list-style-type: none"> <li>• Chartered Accountants Ireland</li> <li>• The Association of Chartered Certified Accountants</li> <li>• The Institute of Chartered Accountants in Scotland</li> <li>• The Institute of Chartered Accountants in England and Wales</li> <li>• The Chartered Institute of Management Accountants</li> </ul>	<p>A knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Company law</li> <li>• Charity tax regulations</li> <li>• Charity accounting regulations (SORPs) and general Charity law</li> <li>• Canon Law (pertaining to the temporal goods of the Church)</li> <li>• Employment law, regulations, and statutes</li> <li>• Company and Charity governance</li> </ul>
<b>EXPERIENCE</b>	<p>Experience in an organisation of comparable size and complexity with responsibility/ involvement in the following areas:</p> <ul style="list-style-type: none"> <li>• Financial management and budgetary control</li> <li>• Asset Management</li> <li>• Development and implementation of business plans and corporate governance mechanisms</li> <li>• Production of annual consolidated accounts and reports</li> </ul>	<p>A knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Management of resources, financial, physical, and human resources</li> <li>• Banking, insurance, investment</li> <li>• management and pension regulations</li> </ul>

<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Be a person of the highest honesty and integrity</li> <li>• Have the ability to work with people with widely different levels of financial expertise</li> <li>• Be a good communicator and influencer</li> </ul>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Be a car owner with full valid driving licence or have access to a means of transport that will enable the post-holder to fulfil all duties and responsibilities of the role</li> </ul>	

**Applicants must be fully committed to supporting the aims, objectives and ethos of the Archdiocese of Armagh in engaging in its mission.**

**Closing date for receipt of completed applications is Friday 14<sup>th</sup> October 2022 at 5pm.**

For further information or to apply, please email a letter attaching a current CV outlining experience and qualifications to date and stating clearly your suitability for the role.

Please email to: [deirdre@peplemgtolutions.com](mailto:deirdre@peplemgtolutions.com)

*Saint Patrick's Archdiocesan Trust Ltd reserves the right to vary criteria for shortlisting purposes.*

*Saint Patrick's Archdiocesan Trust Ltd is an Equal Opportunities Employer.*