



The Church of Scotland

Appointment of

HEAD OF FINANCE AND GENERAL TREASURER

Job Reference Number: 26/23

Responsible to: Chief Officer



About the Church of Scotland

As one of Scotland's largest charities, the Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Central Services Committee

The Central Services Committee provides the support functions to the Church and to the Councils of the Church, the Central Services Committee (CSC) recruit for areas such as Finance, Central Properties, Human Resources, IT, Law, Communications and Office Management.

Central Services also supports recruitment for the Office of the Assembly Trustees, the Office of the General Assembly, Faith Action Programme, as well as other committees, to provide support in areas of administration, outreach and strategy.

As staff working in the national offices of the Church of Scotland we aim to provide excellent professional services to support the work of the wider Church and its Committees, Presbyteries and Congregations throughout Scotland, the United Kingdom and across the world.

Our six values, in equal order of importance, are:

Grace - Acting with humility in all our endeavours

Integrity - Acting with honesty, responsibility and accountability

Respect - Valuing others, ensuring inclusiveness and equality

Professionalism - Demonstrating commitment and striving for excellence

Collaboration - Working together to connect and communicate in an open and transparent environment

Innovation - Thinking creatively about building for the future and embracing change

We are committed to each of our six values in all that we do and this informs our attitude to working together.



OUR VALUES

GRACE
INTEGRITY
RESPECT
PROFESSIONALISM
COLLABORATION
INNOVATION

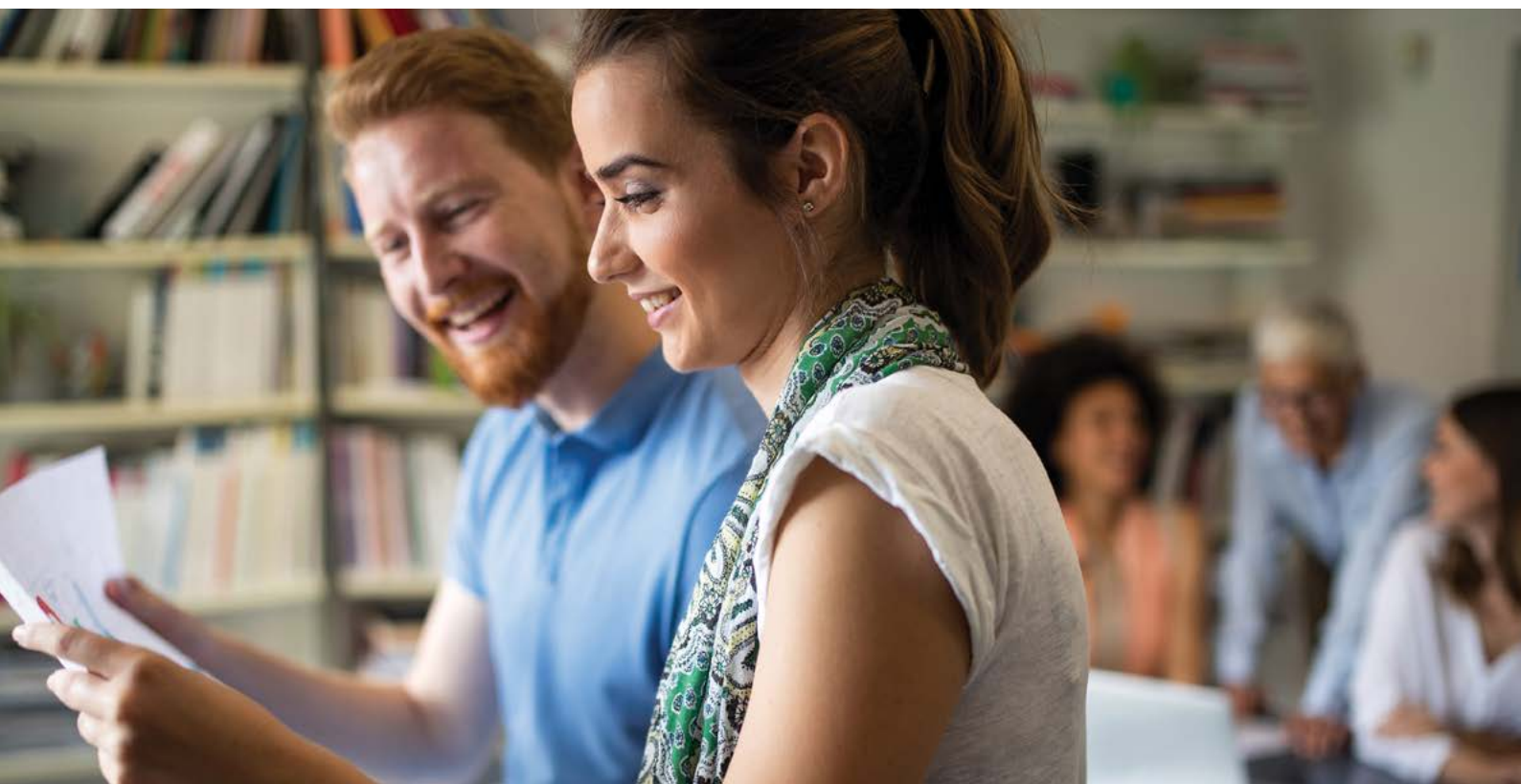
About the Department

The Stewardship and Finance team is a team of 29 people, comprising qualified and part-qualified accountants, support staff and regionally based stewardship consultants. It provides support to the whole church, including its statutory corporations - General Trustees, Investors Trust, Church of Scotland Trust, to the Pension Trustees and congregations and presbyteries.

The main services from our Stewardship and Finance team include:

- Providing leadership, guidance and support on financial strategies, budgeting and management
- Providing business support, management accounting and budgeting services to the committees, statutory corporations and pension trustees
- Providing centralised banking, purchase ledger and sales ledger to the national church, statutory corporations and pension trustees
- Maintaining the Giving to Grow system and collecting contributions from congregations
- Providing training and advice on financial, governance and accounting matters to congregational treasurers
- Payroll processing for the Ministries, Central Services Committee, Presbyteries and the pension schemes
- Preparing statutory annual accounts for the Unincorporated Entities of the Church of Scotland Charity, statutory corporations and pension schemes
- Processing staff, committee and ministers' expenses and making grant payments in the UK and overseas
- Receiving and discharging legacies donations and trusts and recording and administering restricted funds
- Making VAT and other tax returns and tax recoveries for the councils, statutory corporations and pension trustees
- Maintaining financial controls to safeguard the Church's financial assets.
- Undertaking ad hoc project work and providing financial input for projects and business plans as required.

The national Stewardship team also sits within the Stewardship and Finance team. This ensures that the Church's practical finance work is closely connected to the principles of Christian stewardship. The team of four consultants is tasked with teaching, supporting, facilitating and promoting effective stewardship. This is done by preparing and delivering programmes and resources for the Church at all levels, but primarily for congregations.



Role description

Title of Post:

Head of Finance and General Treasurer

Responsible to:

Chief Officer

Purpose of Post:

To have overall responsibility for the effective financial management and strategy of the Unincorporated Entities of the Church of Scotland Charity (SC011353 - annual budget of £100m) and provision of financial oversight and services to its related parties.

To be a key member of the National Church's senior management team and to support the Chief Officer and Trustees.

Key objectives

The Unincorporated Committees of the Church (the 'Unincorporated Entities' or UE) implement the policy decisions of the General Assembly.

The work of the Unincorporated Entities has charitable status under Scottish Charity Number SC011353 and the Assembly Trustees are the Trustees of the Charity.

The UE Charity includes the operations of CrossReach, and the UE "group" also includes three establishments based in Israel, and smaller trading subsidiaries/SCIOs which are not consolidated.

The Head of Finance and General Treasurer is Treasurer of the Unincorporated Entities and all of the agencies, funds and trusts it comprises.

The Head of Finance and General Treasurer is also ex officio Treasurer of the General Trustees, Investors Trust and Church of Scotland Trust which are separately incorporated charities who report to the General Assembly every year.



Main Duties

Professional and Advisory

- To lead the development and delivery of an effective, robust financial strategy and of effective financial governance, providing advice to the Assembly Trustees and Conveners, the Chief Officer, the Senior Management Team, the Convener of the Central Services Committee (CSC) and other senior staff
- To work closely with all agencies and departments, including CrossReach, to develop a culture of financial accountability and value for money at all levels within the organisation
- To advise the Assembly Trustees, the Audit Committee, the Governance Group and the Finance Group of any potential financial risks, issues or opportunities
- To oversee the accounting systems and controls, ensuring that the charity meets its legal and regulatory obligations relating to financial and taxation matters and safeguards the charity's financial assets
- To develop and implement sound financial policies, putting in place monitoring and controls and supporting the budget managers in effective financial management
- To be responsible for oversight of the production and preparation of the annual audited accounts of the charity and UE group and of the related parties (separately incorporated charities)
- To provide monthly management accounts, forecasting and other regular financial reports for all agencies and committees
- To identify areas for improving cost effectiveness through centralised procurement, the supplier tender process and procurement arrangements and procedures
- To prepare annual and five-year rolling budgets for all areas within the charity in accordance with budgetary priorities
- To oversee the management of an effective and appropriate stewardship function for the Church, encouraging congregations to think about the use of time, talents and money in serving God
- To participate effectively in a wide diverse range of meetings to include; Assembly Trustees, Central Services Committee, Finance Group, Audit Committee, Governance Group, General Trustees, Investors Trust and Church of Scotland Trust and short life working groups
- To ensure the provision of advice to congregations and presbyteries on regulations concerning congregational finance and accounting
- To prepare financial reports for the General Assembly
- To oversee the charity's payroll function, ensuring employees and office holders are remunerated accurately and on time
- To ensure the efficient processing of all legacies and bequests left or bequeathed to the Church of Scotland
- To oversee the provision of an effective treasury function for the UE, General Trustees, Pension Trustees and Investors Trust
- To ensure good governance and oversight of the Church's Group Personal Pension Plans and maintain a close working relationship with the trustees of the closed Defined Benefit Schemes

Management and Leadership

- To be responsible as a member of the Senior Management Team for contributing to the strategic leadership and direction of the UE of the Church of Scotland
- To lead and manage direct reports, ensuring individuals are supported to achieve their full potential, are appropriately directed and that sections are proactively managed and efficient
- To establish and develop positive working relationships with external advisors and providers ensuring that procurement procedures are adhered to and that service level agreements, contracts and engagement letters are in place
- To proactively manage the department budget ensuring value for money and accountability for spend
- To be a role model by living our values, standards and expected behaviours. This includes providing necessary coaching to address shortfalls

Person Specification

With a solid track record of financial leadership, at or near board level gained within a similarly complex organisation to the Church of Scotland, the successful candidate should be able to demonstrate experience of delivering major cost and efficiency improvements. As well as being a qualified accountant (CCAB or equivalent), the successful candidate will have:

- Relevant and recent experiences in preparation of Statement of Recommended Practice (SORP) compliant accounts for a large charity, budget preparation, monitoring and control, preparing and presenting financial reports and developing financial policies and procedures
- Expert user of computerised accounting systems and MS Excel
- Knowledge of charity accounting (OSCR) regulations
- Knowledge of the work and structures of the Church of Scotland
- Proven ability to lead, manage and motivate a team of staff
- Excellent communication skills and an ability to convey a range of messages, financial and non-financial, strategic and operational
- Ability to work effectively with a range of stakeholders, both internally and externally to achieve and deliver a range of outcomes and outputs
- Excellent organisational skills and a thorough understanding of financial compliance
- Ability to work in an environment driven by deadlines, competing priorities and with an amount of pressure
- Excellent record of continuous professional development which demonstrates level, breadth and depth of knowledge
- Ability to implement significant change with strong, visible and inspiring leadership
- A strong empathy with the vision and aspirations of the Church of Scotland
- Capable of being a credible and highly effective senior leader within the Church in such a way that commands confidence
- Highly skilled in decision making with an ability to analyse and interpret information, assess risks and act accordingly, and responsibly
- Open and visible leadership and management approach that builds both confidence and the respect necessary to contribute to transformational change
- Excellent communication and interpersonal skills with ability to engage, build and sustain relationships.

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the CSC, you will be able to access a number of benefits. All eligible CSC employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

Terms and Conditions

- The salary scale for this post will be £79,590 - £88,200.
- Working 35 hours per week, the hours of work for this post will normally be Monday to Friday 9am to 5pm. Attendance at meetings and conferences out with the office are necessary on an as required basis. A system of flexi time and hybrid working applies to this post.
- The specific hybrid working arrangements applicable to this role will be discussed with the successful candidate. The post is based in Edinburgh at the Church Offices in 121 George Street.
- There are 26 days annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 31 days after five years' service. There are also nine statutory holidays – three of which are floating days.
- The national offices at 121 George Street are closed from 25 December reopening on the first working day after the 2 January or if 2 January is on a weekend, the first working day after the substitute public holiday. Staff must use three days of annual leave; or accrued time off in lieu (TOIL); or Flexi-leave; to cover this period.
- The successful applicant will have the opportunity to join a defined contribution pension scheme.
- In order to comply with the Asylum and Immigration Act 1996, the successful candidate, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- An employment medical check will be undertaken as part of our recruitment process.

For a confidential discussion regarding the role, please contact Anne Macintosh, General Treasurer, amacintosh@churchofscotland.org.uk

Interviews are provisionally scheduled for the 18th December but this is subject to change.

How to Apply

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

All applications should be sent to our retained advisor, Ivan McGeorge at McGeorge Appointments for review **ivan@mcgeorge-appointments.com**. Any direct or third-party applications will automatically be forwarded to McGeorge Appointments for consideration.

