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<b>Job Title</b>	Financial Reporting Analyst
<b>Department</b>	Finance
<b>Location</b>	Hybrid, working from our Northampton office one to two days per week
<b>Reports to</b>	Director of Finance
<b>Salary</b>	£45,500 per annum plus pension and benefits
<b>Duration</b>	Permanent
<b>Normal Working Hours</b>	36 hours net per week

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Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II\*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

### **Purpose of the role**

As Financial Reporting Analyst you will advise, support and challenge senior management, budget holders and stakeholders on financial decision making considering the financial impact, most effective use of resources and alignment with strategic objectives.

You will provide financial models and frameworks to support commercial activity, prepare financial management accounts and analysis, and provide budgeting and planning advice.

You will oversee the preparation of financial reporting to the key stakeholders of the organisation including the DCMS and other funders.

### **Key duties and responsibilities**

#### **Commercial and Project financial planning, reporting and analysis**

Own and develop standardised tools for commercial activity and major projects that enable planning, reporting, analysis and decision making. Tasks include:

- Working closely with the Head of Enterprise, develop and embed standardised business planning frameworks and financial reporting tools for commercial activity.
- Ensure robust financial systems, procedures and controls are embedded for the entire life cycle of projects, properly documented and regularly reviewed.
- Act as the focal point for all commercial support enquiries with a particular focus on VAT.
- Support the Head of Enterprise by providing expert input in to financial business cases for new commercial initiatives.
- Provide investment appraisal for investment initiatives.

## **Reporting and analysis**

Provide accurate and timely reports and analysis for budget holders and stakeholders both internally and externally. Tasks include:

- Working closely with the Director of Operations and Heads of Region, ensure relevant financial information is available for front line staff and communities in line with the strategic importance of these groups.
- Produce the monthly management accounts pack including detailed analysis to enable the senior management team to make strategic decisions.
- Provide timely, accurate and user focused financial reports to stakeholders and budget holders to support budget management, reporting and decision making.
- Review actual and forecast results against budget, obtaining and recording variance explanations from budget holders, identifying material financial issues and mitigating actions.
- Embed a feedback system to ensure that reports are understood, fit for purpose and meet user's expectations.
- Analyse and explain performance using a range of tools and techniques.
- Act as the primary liaison for financial reporting with the Department for Digital, Culture, Media and Sport (DCMS) and the Church Commissioners (CC).

## **Planning and budgeting**

Owning the planning and budgeting process, tasks include:

- Support budget holders with preparing their business plans, ensuring alignment between budgets and plans.
- Ensure staff understand their responsibilities for planning and budgeting through the use of frameworks, guides and training sessions.
- Embed a lesson's learnt approach to reporting once project lifecycles are completed.

## **Finance function responsibilities**

Tasks include:

- Maintain monthly reconciliations for legacy and grant transactions ensuring that the correct income recognition treatment is applied and supporting documentation is collected.
- Own the fixed asset register, ensuring that correct postings are made in the accounting system.

- Working closely with the DoF, lead Internal Audit projects.
- Act as a focal point for all financial performance enquires.
- Play a lead role in the annual audit process.
- Ensure that systems and processes for the Trust's trading subsidiary are in place.
- Prepare reports for a range of Boards, Committees and other stakeholders including the Finance and Audit Committee, CCTEL Trading Subsidiary, Churches Conservation, the main CCT Board and outside stakeholders.
- Working with the Finance Manager ensuring VAT recovery is maximised.
- Working with Human Resources, ensuring month end payroll and adjusting journals are posted.
- Ensuring correct recording of financial transactions on a monthly and year end basis

## **Other Areas**

Tasks include:

- Work on change projects both within and outside the Finance team to make the organisation more effective.
- Proactively share best practice and learning across the wider organisation.
- Work with the DoF to manage Trust-wide taxation issues.
- Ensure the DoF is kept informed of any salient issues.
- Deputise for DoF as required.
- Ensure procedure guides for all areas of responsibility are kept up to date and fit for purpose.
- Undertake ad-hoc projects and other similar duties as required within the Finance function.
- Provide industry, competitor and economic context to challenge and inform decision making.
- Maintain technical knowledge by attending educational workshops; reviewing publications

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

## **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

## **Data Protection**

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

## **Safeguarding**

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We expect our staff to share this commitment.**

## **Mandatory training (for all roles)**

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working

## Person Specification: Finance Reporting Analyst

	<b>Essential Criteria</b>	<b>How this will be assessed</b>
1	A recognised accounting qualification (CIMA or ACCA preferred) Qualified or Finalist.	Application
2	Experience of preparing and advising on commercial business plans	Application & Interview
3	Experience of successful financial management and control	Application & Interview
4	Experience of financial reporting, management accounts and budgets	Application & Interview
5	Effective oral and written communication skills; able to explain complex financial information clearly and accurately to non-financial people at all levels	Application & Interview
6	Excellent team working and interpersonal skills	Application & Interview
7	Advanced EXCEL, including preparing financial models and business plans (minimum: comfortable creating pivot tables and using V-Lookups)	Application & Interview
8	Ability to influence at different levels	Application & Interview
9	Solution-focused; able to show a practical approach to problem solving	Application & Interview
	<b>Desirable Criteria</b>	<b>How this will be assessed</b>
10	Interest in the Trust's aims and objectives	Application & Interview
11	Working knowledge of public finance and/or charity accounting	Application & Interview

### To Apply

We would be delighted to hear from you. If you'd like to talk to us about this role before you apply please contact Chris Denmead, Director of Finance and Commercial, at [cdenmead@thecct.org.uk](mailto:cdenmead@thecct.org.uk)

If you would like to apply for this role, please visit our [recruitment portal](#) to begin your application.

Please submit a CV AND a short, supporting statement (max 2 sides A4) outlining why you'd like to apply and how you fulfil the person specification for this post, so you'll need to refer to the job description.

If you have any queries, please contact us at [recruitment@thecct.org.uk](mailto:recruitment@thecct.org.uk)

The closing date for receipt of applications is **8am Monday 8<sup>th</sup> January 2024**.

Interviews will be held on **Tuesday 16<sup>th</sup> January 2024** in **Northampton**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

***Churches Conservation Trust is committed to a policy of Equal Opportunities.***