

YR EGLWYS
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THE CHURCH
IN WALES

Director of Finance & Investment

Candidate Information Pack

September 2023

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Welcome from Leon Hughes, Chief Operating Officer



Thank you for your interest in working with us at the Representative Body for the Church in Wales. The RB manages the financial and property assets of the Church and is integral to funding its mission and ministry. As Director of Finance & Investment, you will drive an investment strategy capable of funding an ambitious plan for growth whilst preserving our capital base for future generations. You will help us work better and smarter. As a senior leader you will help build a modern, forward looking finance department where people are developed to be the best they can be.

You will be joining the Church in Wales at an exciting time. We are investing in our future on an unprecedented scale as we look to drive congregational growth. Our Church Growth Fund has made £100million available to projects across Wales aimed at building the next generation of church goers and, as Director of Finance & Investment, you will be a key contributor to our strategic thinking and decision making. You will resource a £37million investment in our Structural Resilience Fund, as we look to build the infrastructure and accountability we need to deliver on our missional goals. You will combine a flair for driving change with effective stewardship, helping to fund innovation while safeguarding our capital base for those that come after us.

We offer excellent terms and conditions, fair remuneration and a modern approach to work-life balance. You will be expected to attend our Cardiff office for regular meetings, but we support hybrid working and welcome applications from anywhere within reasonable travel distance of Wales. We'd like you to empathise with our values, but you don't need to be a practising Christian and we encourage applications from people of any faith or none.

We are looking for a financial leader. Someone with the credibility and career history to command the respect of investment managers, the gravitas to gain the trust of our Bishops and the authority and charisma to drive cultural change and build a successful team. You need to be a qualified Chartered Accountant and have had experience of dealing with sizable budgets, of producing comprehensive management accounts and of directly or indirectly managing an investment portfolio. You could be from the private, public or third sector but you will need to show us how you have driven change and contributed to delivery. We want an innovator and a strategic thinker that can help lead the Church in Wales into an exciting new future.

About The Church in Wales

With over 1250 churches and six dioceses, the Church in Wales serves a nation of great contrasts, with prominent agriculture and village life alongside cities which have grown to become major commercial centres. Wales has a number of well-regarded universities thriving cultural centres and a population of increasing diversity.

The Church touches all aspects of life through the work of its lay and ordained leaders and volunteers, based in every community in Wales. The Representative Body holds most of the financial and property assets of the Church and its staff provide services and specialist advice across Wales so that the Church's work of mission and ministry is securely supported and well resourced.

It is one of the largest charities in Wales with net assets of just over £1 billion, annual income (predominantly from investments) of around £20 million and a specialist team of around 100 staff who serve for whole Church in Wales in a variety of roles. The buildings it owns enables church members to meet together for worship, the income it generates is used to support the work of the Church in each Diocese, and the skills of the team provides valuable expertise in partnership with the dioceses and parishes where collaboration enables us to achieve more.



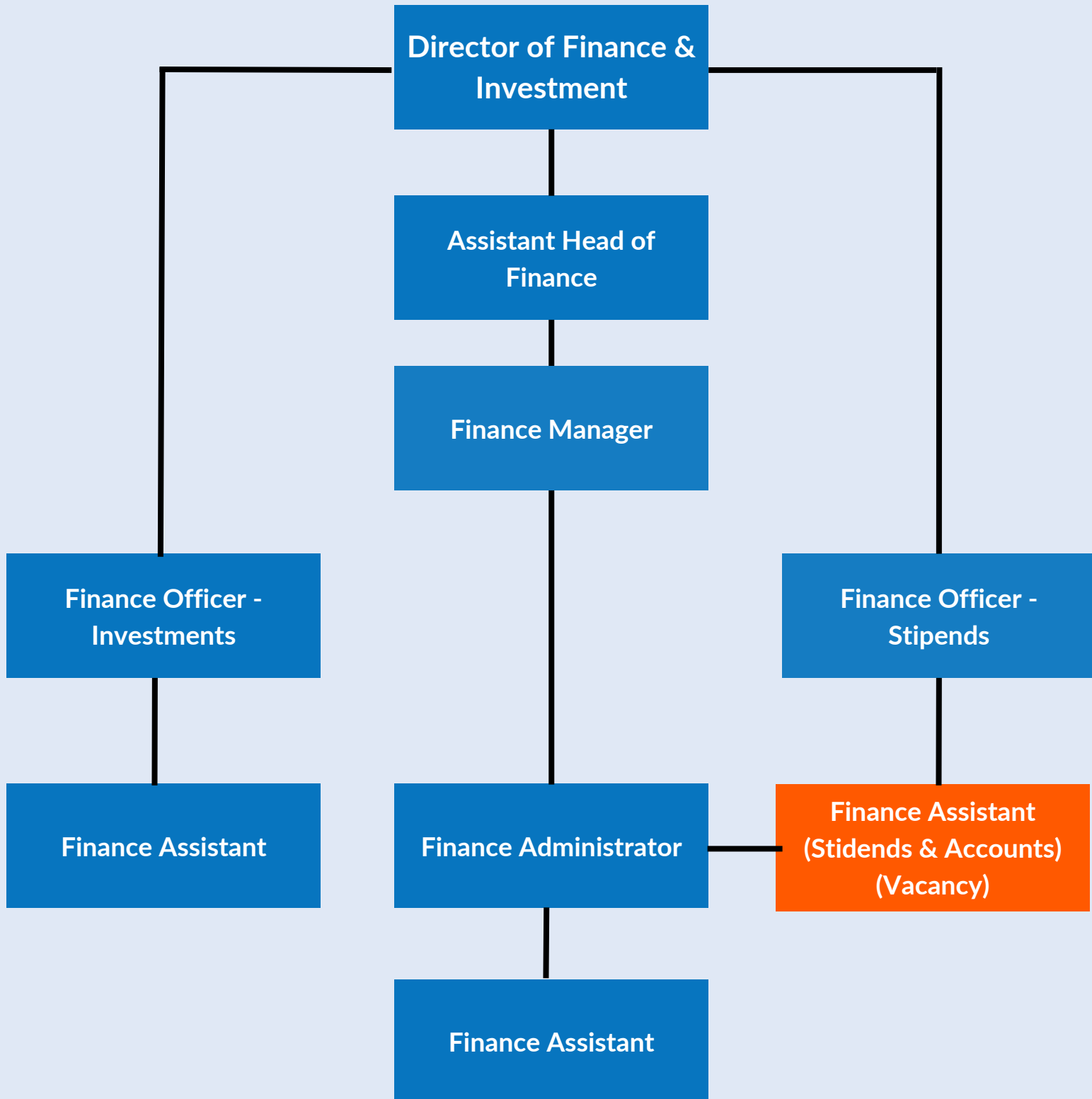


Job Description

Job Details	
Job Title	Director of Finance and Investment
Employer	The Representative Body of the Church in Wales
Salary	TBC
Reports to	Chief Operating Officer



Structure Chart - as of September 2023



Job Purpose

The Representative Body of the Church in Wales is both a Royal Charter Company and a Registered Charity. One of the largest charities in Wales, it holds most of the financial and property assets of the Church and its staff provide services and specialist advice across Wales so that the Church's work of mission and ministry is securely supported and well resourced. The annual report and accounts may be found here:

[Annual Reports and Accounts 2022](#)

The Director of Finance & Investment will be based at the Representative Body's principal office in central Cardiff and will be responsible for leading the work of the Finance Department.

The role encompasses:

- Leadership responsibility for the finance function of a registered charity with around £1 billion of financial and property assets generating both capital gains and an income of around £20 million each year.
- Responsibility for several pension schemes, a common investment fund and a significant number of trusts.
- Managing the relationship with professional advisors including the external auditors, the investment advisors, pension scheme actuaries and the payroll provider.
- Senior responsible officer for the coordination and management of key trustee committees, including the Finance Committee, the Audit and Risk Committee and the Investment Committee.
- Ensuring that financial strategies, policies and practices are in place to support the strategic plans of the Church in Wales.
- Ensuring that the operating practices of the department continually evolve to meet the changing needs of the Church in Wales, changes in legislation and accounting standards and the continued quest for improved effectiveness and efficiency.
- Line management of a Department of eight people with responsibility for performance review and continuing professional development.

Main Duties & Responsibilities

- Oversee the work of the Finance Department ensuring that a consistently high-quality service is delivered.
- Oversee the production of accurate, quarterly management accounts, with supporting commentary that is tailored for a variety of different audiences including trustees and senior managers.
- Oversee the production of the Annual Report and ensure that it is a high-quality insight into the activities of the Representative Body.
- Maintain close professional links with the investment advisors, regularly reviewing their mandate and performance in response to changing market conditions and the decision of the trustees to invest substantially in church growth initiatives
- Ensure that investment strategy aligns with the policies and values of the Church in Wales and coordinate the development and maintenance of the Ethical Investment Policy.
- Regularly provide market analysis updates for the RB's Senior Leadership Team with associated commentary on investment performance.
- Working with external advisors and pension scheme trustees, ensure that the clergy and lay pension schemes are administered well and developed in line with the financial priorities and resources of the Representative Body.
- Build strong working relationships with the finance teams in each of the dioceses and seek areas where working closely together would be beneficial.
- Ensure that key contracts for professional services are reviewed and retendered regularly.
- Support the work of the Representative Body and its Finance, Audit & Risk, Investment and Ethical Investment Committees and provide financial data as required to the HR Committee.
- Foster a culture of continuous improvement in the Finance Department seeking out opportunities for increases in efficiency and effectiveness supported by commissioned internal audits.
- Provide effective line management to Finance Department staff with a clear emphasis on continuous professional development.
- Maintain an in-depth understanding of the global and national economic climate independent of advice received from external investment advisors and provide objective advice on strategy to the Senior Leadership Team.

Director of Finance & Investment's Team

The Director of Finance & Investment's team comprises:

The Deputy Head of Finance
The Finance Manager
Three Finance Officers
Three Finance Assistants

Development Opportunities

This post offers the opportunity to develop a wide range of skills in an exciting time when the Church in Wales is making changes aimed at enabling it to better and more effectively engage in its mission and ministry to today's Welsh society.

There will be opportunities to be involved in high profile meetings and events, and to work with a range of internal and external colleagues and stakeholders. This is a senior post, which the successful candidate will have the opportunity to influence and, in consultation with key stakeholders, to develop further.



Person Specification

Essential:

- Educated to degree level or able to demonstrate a similar level of intellectual attainment and be able to evidence a commitment to professional development and to being a life-longer learner.
- A qualified accountant who is a member of a nationally recognised accountancy body.
- Experienced in engaging with and monitoring the performance of external audit, investment and other similar professional advisors
- A fluent and confident communicator in writing and the spoken word; effective in committee work; confident to present to audiences, large and small.
- A good listener able to draw out the best in others.
- Successfully operated in a finance role at senior level in a well-regarded, complex organisation in the public, private or not-for profit sector.
- At ease in an organisation where success comes from persuasion and influence rather than command and control.
- Able to demonstrate a track record of being a leader of change in culture and operational organisation and practice with a clear emphasis on training and developing the strengths, gifts and capabilities of others.
- An understanding of Welsh culture.
- An empathy with the values of the Church in Wales although it is not a requirement to be a practicing Christian.

Desirable:

- At ease communicating in the medium of Welsh.

Benefits

- Individual hybrid working agreement.
- 25 days of annual leave rising annually to a maximum of 30 days.
- Christmas period close down.
- Generous pension scheme – 9% employer contribution.
- Life assurance benefit.
- Continuous professional development opportunities.
- Payment of professional body registration (if required for role).
- A conscious of climate change organisation with a variety of initiatives.
- Long service celebrations.
- Annual all-staff communication events.



Application Process

Timetable

Closing Date	5pm Friday 29 September
Preliminary Interviews	w/c 16 and 23 October
Final Interviews	10 November

How to Apply

To apply please submit an up to date copy of your CV, along with a Supporting Statement that addresses the criteria set out in the person specification, using examples to demonstrate how you meet the requirements.

Please submit your application via www.gatenbysanderson.com/job/GSe101659.

You will be asked to provide your home, work, mobile and email contact details and let us know of any dates when you are not available for interview or where you may have difficulty with the indicative timetable.

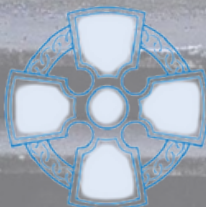
You must also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. Your referees will not be approached without your prior permission.

**For an informal conversation about the role, please
contact:**

**Matt Malone of GatenbySanderson at
matt.malone@gatenbysanderson.com**

**Applications MUST be received by 5pm on
Friday 29 September**

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