

## Representative Church Body

### Governance and Compliance Officer

#### Job Description

##### **Background**

The RCB seeks to appoint a Governance and Compliance Officer to support the smaller entities within the wider Church of Ireland with their governance and financial reporting. These entities include but are not limited to the Church of Ireland Youth Department, Pioneer Ministry, Bishop's Appeal, Priorities Fund and other Synod committees and support for Parishes via the Parish Resources pages on the Church of Ireland website and annual presentations to Parishes. The work involved will be a combination of working with the entities to improve their processes, to ensure their financial governance meets required standards, to review information received by the Finance Department who do all their book-keeping and to improve the management information which is generated for each entity. At peak times (such as external audit) supporting the Finance team with BAU workload will be part of the role (including assistance in the Financial reporting for the various entities).

The Representative Church Body or RCB, <https://www.churchofireland.org/> is the major trustee body for the Church of Ireland. It holds a substantial portfolio of funds and properties in trust on behalf of the RCB and on behalf of parishes, dioceses and other trust funds of the Church of Ireland throughout the Republic of Ireland and Northern Ireland.

The RCB's offices are located at Church of Ireland House in Rathmines, Dublin 6. The RCB operates a number of functions which include Finance & IT, Investments, Property & Trusts, Legal, Synod & Communications, RCB Library, Education, Safeguarding & ministerial training.

The Finance & IT Department encompasses a broad range of activities which incorporates financial reporting and accounts, investment accounting, treasury management, pension administration and payroll services to the wider Church, and information technology services. The Finance & IT department also support the work of the wider church and engage with Church of Ireland Parishes and Dioceses. This includes providing bookkeeping and financial reporting services to smaller entities reporting to the General Synod of the Church of Ireland.

##### **Reporting**

The Governance and Compliance Officer will report to the Accounts Manager and work closely with the Head of Finance. This is a contract role to start immediately and continue for up to two years with an evaluation of the needs of the Finance Department after eighteen months. The role is based in Church House, Rathmines with options for hybrid working after a period of probation has been completed. It is envisaged that the role would include travel across the island of Ireland to meet with staff and volunteers who work with the relevant entities and to participate in annual presentations to Parishes.

##### **Key responsibilities include:**

- Review and improvement of processes and internal controls
- Review of Payment requests and supporting documentation when received.
- Review and improvement of management accounting
- Liaison with volunteers and staff to review and support financial governance
- Preparation of year-end Financial Reporting
- Development of finance section of "Parish Resources" on the COI Website
- Attendance at RCB Parish presentations, General Synod and other events
- Understanding the requirements of Charities SORP and how they impact the Financial Statements of Parishes and smaller entities
- Supporting Business as Usual at peak times, for example, annual external audits or internal audit.

- Undertaking special work assignments and research
- Ad-hoc duties to support the Head of Finance and the wider entire Finance team
- Other duties consistent with the job title may be assigned from time to time

### **Candidate Profile:**

The person appointed should have the ability to work flexibly with staff and volunteers in various Church of Ireland entities to improve processes and financial governance. Strong financial ability, together with an interest in the work of these bodies would be an asset. The person appointed will need to be able to work independently, to develop working relationships with various different groups and to lead change where required.

### **Qualifications for the Post:**

- Accountancy qualification or other appropriate third level qualification would be an advantage
- A number of years working in a financial environment is essential
- Experience in a governance/ compliance role would be an advantage
- Experience and an interest in working in the Not-for-profit sector would be an advantage
- Experience implementing Internal Controls and processes would be an advantage
- Experience in the development of management reporting information would be an advantage
- Experience in preparing financial accounts in a Charity SORP format
- Experience in dealing with Audit requirements (Internal, External, Pobal)
- Excellent Communication and other soft skills to work with volunteers and staff and to manage the various entities competing requirements
- Strong written and oral communication skills, including the ability to present findings and recommendations
- Strong IT skills in particular in Excel and PowerPoint. Previous experience of Teams would be an advantage
- Ability to work to strict deadlines.
- Strong attention to detail & analytical skills.
- The right to work in the Republic of Ireland
- Driver's licence

### **Applications**

- To apply please send your CV to [recruit@rcbcoi.org](mailto:recruit@rcbcoi.org) by 8<sup>th</sup> August 2025.