

Job Description

Job Title:	Managing Director
Organisation:	Parish Accounting Services Ltd (PAS) (Owned jointly by the Archdiocese of Westminster and Birmingham)
Reports to:	Board of Directors
Contract Tenure:	Part-Time, between 5-14 hours per week (flexible hours and working pattern)
Location:	Home Based, with very occasional travel within the UK
FTE Salary:	£60k (indicative)

Overall Purpose of the Role

To provide the strategic, commercial and operational leadership required to ensure the sustainable growth, good governance, and effective delivery of Parish Accounting Services Limited's software and support services to Catholic dioceses, parishes, and associated organisations. The Managing Director is responsible for the overall day-to-day performance of the business, including financial management, customer relationships, product development, governance, risk management and mitigation, and leadership of both staff and contractors.

Key Responsibilities

1. Strategic Leadership

- Define and maintain PAS's strategic plan, including service development, product roadmap and commercial direction.
- Lead on customer engagement and retention, product and service development, business development and market growth activities, identifying viable opportunities to expand PAS's offering within existing and prospective customer bases.
- Set development priorities in consultation with the Account Support Manager, who leads operational resourcing of software engineers.

2. Financial & Commercial Management

- Accountable for budgeting, forecasting and financial reporting to the Board.
- Authorise payments and manage supplier contracts.
- Lead commercial activities including pricing, quotations and contract negotiations.

3. Governance & Risk

- Prepare performance reports and KPIs for the Board.
- Act as de facto company secretary, oversee timely preparation and submission of company accounts and statutory reporting, maintaining accurate records, preparation of agendas, board documentation and minutes.
- Ensure PAS meets all applicable regulatory, legislative and compliance requirements, and that appropriate cyber security, information governance and business continuity plans are maintained across PAS systems and services.
- Oversee risk management and mitigating actions, data protection compliance, and service resilience planning.

4. Operational Oversight

- Provide effective oversight of all the software development work carried out by software engineers, ensuring alignment with PAS's priorities and noting that day to day supervision of software engineers is the responsibility of the Account Support Manager.
- Line manage the Account Support Manager and ensure the successful operation of the support function.
- Ensure that the Account Support Manager is equipped to effectively manage the software engineers who deliver the technical support and who carry out the development activities.
- Establish service standards, SLAs and quality assurance processes for all support and development activity.
- Set KPIs relating to support performance, system stability and development turnaround times.

5. Stakeholder Management

- Maintain strong relationships with dioceses, customers and partners.
- Provide senior level communication on operational, product and commercial matters.

Person Specification

Essential Criteria	Desirable Criteria
Experience operating at senior management or director level and reporting to Boards	Project management experience.
Experience leading diverse teams.	Experience managing contractors.
Highly self-motivated, strategic thinker with excellent interpersonal & organisational skills.	Knowledge of Gift Aid legislation and Charities SORP.
Strong report-writing and minute-taking skills.	Understanding of safeguarding/DBS processes.
Experience of organisational change and improvement.	Familiarity with cloud server environments, SQL or software testing (light-touch only).
Experience managing budgets, financial forecasting and performance reporting.	Awareness of Catholic organisational structures and diocesan processes.
Ability to oversee software development projects and hold engineers accountable for delivery.	
Knowledge of cloud-based accounting and database software.	
Excellent communication skills, able to explain complex issues clearly.	
Understanding of governance and regulatory compliance.	
High levels of integrity and confidentiality, particularly with sensitive personal data.	
Knowledge of cyber security, data protection, and information governance principles.	