

SOUTHWARK

◆ CATHEDRAL ◆

Job Description

Job Title:	Finance Manager
Reports to:	Chief Finance Officer (CFO)
Key Relationships:	Chief Finance Officer, Chief Operating Officer, Finance Officer, Heads of Department, Volunteer Cash Counters
Start date:	As soon as possible
Salary:	£48,500 per annum (pro rata)
Hours of work:	21 hours per week / 3 days per week (excluding lunch breaks). Some flexibility to attend infrequent evening committee meetings required. Requests to work from home 1-2 days per week will be considered.
How to apply:	Please send a CV a cover letter outlining your suitability for the role to cathedralHR@southwark.anglican.org The deadline is 9am on Friday 9 June, with interviews to be scheduled in the week commencing 19 June.

Overview

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

The Cathedral's mission, ministry and musical tradition are core to its life as a Cathedral and a parish church serving the community. It also relies on the valuable financial contribution made by its income generating activities such as its shop, café, conference rooms, corporate events and concerts. It is a very busy place, attracting 200,000 visitors a year to the Cathedral, its churchyard and medieval herb garden. The Cathedral relies on a small but dedicated team to be inclusive and welcoming to all.

Role Purpose

The Finance Manager is responsible for the efficient and effective management of the Cathedral's financial and accounting procedures. The post-holder will assist the CFO in the production of budgets, financial reports and management accounts.

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Context

The post-holder will work closely with the CFO in managing the Cathedral's accounts, providing regular financial management information and liaising closely with department heads across the organisation to ensure tight budgetary control.

The post-holder will be responsible for all accounting, book-keeping, investment management and production of management reports for the Cathedral and Southwark Cathedral Enterprises Ltd (SCEL) and for implementing financial and accounting policies.

The post-holder will be expected to work closely with department heads, and with a number of other staff and volunteers providing support and advice on financial matters as necessary.

Main Duties and Responsibilities

Financial Management

- Implement Cathedral systems of financial management, ensuring the financial integrity and security of Cathedral activities;
- Carry out the day to day accounting and financial functions of the group (Cathedral and Enterprises);
- Manage the cash resources of the Cathedral and SCE including preparation and monitoring of cash flow forecasts;
- Manage Cathedral and SCEL bank accounts including day-to-day processing of receipts, payments and transfers;
- Maintain a register of all assets held by the Cathedral;
- Meetings as necessary with department heads of Cathedral and SCEL with the CFO to monitor expenditure and take part in income generation discussions;
- Ensure that accounting standards comply with applicable law and United Kingdom accounting standards.

Budget and Reporting

- Prepare monthly management accounts for the Cathedral and SCEL;
- Assist the CFO in producing budgets, including attending budget meetings with department heads;
- Work with, and support, department heads and budget holders in achieving compliance with departmental budgets;
- Report to Finance Committee on departmental performance against budget and bring to their attention any unplanned variance if requested.

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Statutory Returns and Reports

- Oversee the processing of monthly payroll for the Cathedral and SCEL and process employee tax information;
- Maintain records and prepare reports for tax reclaims, including Gift Aid on cash receipts;
- Account for VAT and preparation of quarterly return;
- Ensure compliance with all relevant tax and financial legislation and advise the CFO and COO;
- Prepare year-end HMRC returns for staff salaries.

General Accountancy Functions

- Maintain the cash book for the Cathedral and SCEL and post all journal entries for the Cathedral using appropriate IT and manual systems;
- Maintain Cathedral and SCEL chart of accounts;
- Oversee the Finance Officer's preparation of invoices for Cathedral and SCEL events, services, car parking clients, property rentals and conference bookings and the preparation of quarterly aged debtors schedules (including liaison with the CFO over required action);
- Prepare weekly bank reconciliations for Cathedral and SCEL;
- Prepare invoices for payment, raise all cheques and BACS payments for Cathedral and SCEL following authorisation by relevant department head;
- Ensure robust IT back-up procedures are undertaken;
- Liaise with bank where necessary on changes to instructions, charges, mandates, banking errors;
- Manage the stewardship and planned giving scheme including using Subscriber.net database to record all giving and make monthly Gift Aid claims to HMRC;
- Manage a team of finance office volunteers (cash counters), overseeing their work and ensuring they comply with procedures and regulations.

Other duties

- Attend Finance Committee and SCEL Board meetings if requested;
- Deputise for the CFO on financial and property matters in their absence and when required.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

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Person Specification (E): Essential (D): Desirable

Knowledge/Experience

- A qualified or near-qualified accountant who is a member of one of the recognised UK accounting bodies **(E)**
- Familiarity with Sage Line 50 accounting software **(D)**
- Experience of accounting with the Church of England, for instance in a parish, Cathedral or Diocesan setting **(D)**
- Experience in a small or medium-sized charitable organisation **(D)**

Skills/Aptitudes

- Competent in the use of Microsoft Office applications, especially Excel **(E)**
- Good communication skills, both written and oral, and ability to handle and interpret financial information for a non-financial audience **(E)**
- A keen eye for detail and able to work quickly and accurately with large amounts of confidential information **(E)**
- Good interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships **(E)**

Personal Attributes

- Able to work on own initiative and to plan and prioritise workload effectively **(E)**
- A good team player with ability to relate equally well to paid and voluntary staff **(E)**
- Able to work under pressure **(E)**
- Self-motivated and able to work without close supervision **(E)**
- Able to demonstrate sympathy with the aims and objectives of Southwark Cathedral **(E)**
- Able to prove the right to work in the UK **(E)**

Southwark Cathedral is committed to being an Equal Opportunities Employer. We believe in promoting and building a diverse and inclusive team, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law.

Safeguarding is at the core of all we do. We follow best practice for Safer Recruitment.

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Terms and Conditions

Working Hours

The working hours shall be 21 per hours as week (3 days per week) exclusive of meal breaks. Some out of hours working will be required to support meetings and events and this will be notified in advance. Time off in lieu will be awarded in line with Southwark Cathedral's policy.

Annual Leave

20.5 days per annum including statutory bank holidays, with an additional 5 days (pro-rata) after 10 years service.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Season ticket loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.