

Application Pack

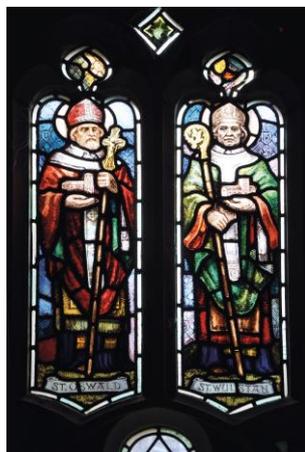
Finance Assistant

January 2022



WORCESTER
CATHEDRAL

About Worcester Cathedral



Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester and attracting visitors from all over the world.

The Cathedral community is diverse with over 50 staff and 300 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral to provide a warm welcome to the visitors here to learn more about the history of the building, attend our many events and activities and to experience the spiritual opportunities of the Cathedral. The Cathedral runs a complex finance operation, having property and investments to manage, as well as a budget of over £2million per annum. The finance team currently use the Opera finance system, but are reviewing whether to change systems. There are a diverse range of income streams, including grants, income from our trading company, Worcester Cathedral Enterprises Ltd, as well as fundraised income from our supporters and donors. We are looking for someone to join our small and busy team, who can support the finance operations and fulfil specific responsibilities. There will be an opportunity to gain experience across a range of finance activities.





Job Description

Job Title: Finance Assistant
Reporting to: Finance Manager
Salary: £22,000-£24,000 pro rata
Hours: 22.5 hours (3 days), can be worked flexibly

Job Purpose:

To provide support to the finance team on accounts ledger input and reconciliation for purchase, sales and cashbook and to support the wider Cathedral with general office tasks.

Duties & Responsibilities:

- 1 To be responsible for processing purchase invoices, ensuring they are appropriately authorised.
- 2 To reconcile purchase accounts and review of supplier statements, where necessary liaising with suppliers.
- 3 To reconcile customer accounts and credit control.
- 4 To reconcile and post Petty Cash.
- 5 To reconcile and post Credit Card statements and support staff in ordering goods and supplies.
- 6 To organise and order office supplies on behalf of the office staff.
- 7 To support in Cash Handling and Banking.
- 8 To support in raising customer invoices.
- 9 To support Filing and Archiving for the Finance Team, working within data protection rules.
- 10 To participate in training and development as required.
- 11 To assist the finance team with general ad hoc tasks, as required.



Person Specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

PERSON SPECIFICATION:		
Key Criteria	Essential	Desirable
Skills and Experience	<p>Demonstrable skills and experience in the use of Microsoft packages including Word and Excel.</p> <p>Excellent excel skills.</p> <p>Experience of working in an accounts or relevant office environment.</p> <p>Customer Service skills, including ability to work collaboratively with a range of non-finance staff.</p> <p>Ability to liaise with suppliers.</p> <p>Excellent organisational and administrative skills.</p> <p>Understanding of data protection rules.</p>	<p>Experience on Pegasus Opera or similar accounting software.</p> <p>Studying towards or completion of a relevant finance qualification (eg. AAT).</p>
Work-related Personal Qualities	<p>Able to work co-operatively with colleagues from different disciplines.</p> <p>Attention to detail and accuracy.</p> <p>Good all-round communication and negotiation skills at all levels including face to face, by phone or in writing.</p> <p>Ability to work within the ethos and mission of the Cathedral.</p> <p>An understanding of safeguarding and commitment to ensuring the principles are embedded into your work.</p>	

Health & Safety:

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Safeguarding:

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct, and undertaking any safeguarding duties commensurate with their specific role.



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How to apply

Working Patterns

The post is a part-time position of 22.5 hours and can be worked flexibly.

Annual Holidays

The holiday entitlement is 25 days per annum plus 8 bank holidays and 4 discretionary Cathedral additional leave days, these are pro-rata for part-time workers.

Pension Scheme

All eligible members of staff will be automatically enrolled into the occupational Staff Pension Scheme, operated by Royal London. Contributions will be payable by the member of staff at 4% of basic salary and a 5% contribution by the Chapter. There is also death in service cover offered to all staff. The Chapter may amend the pension scheme at any time.

Staff Discount

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.

Employee Assistance Programme

All employees and their immediate family have access to a range of confidential support through our commissioned employee assistance programme.

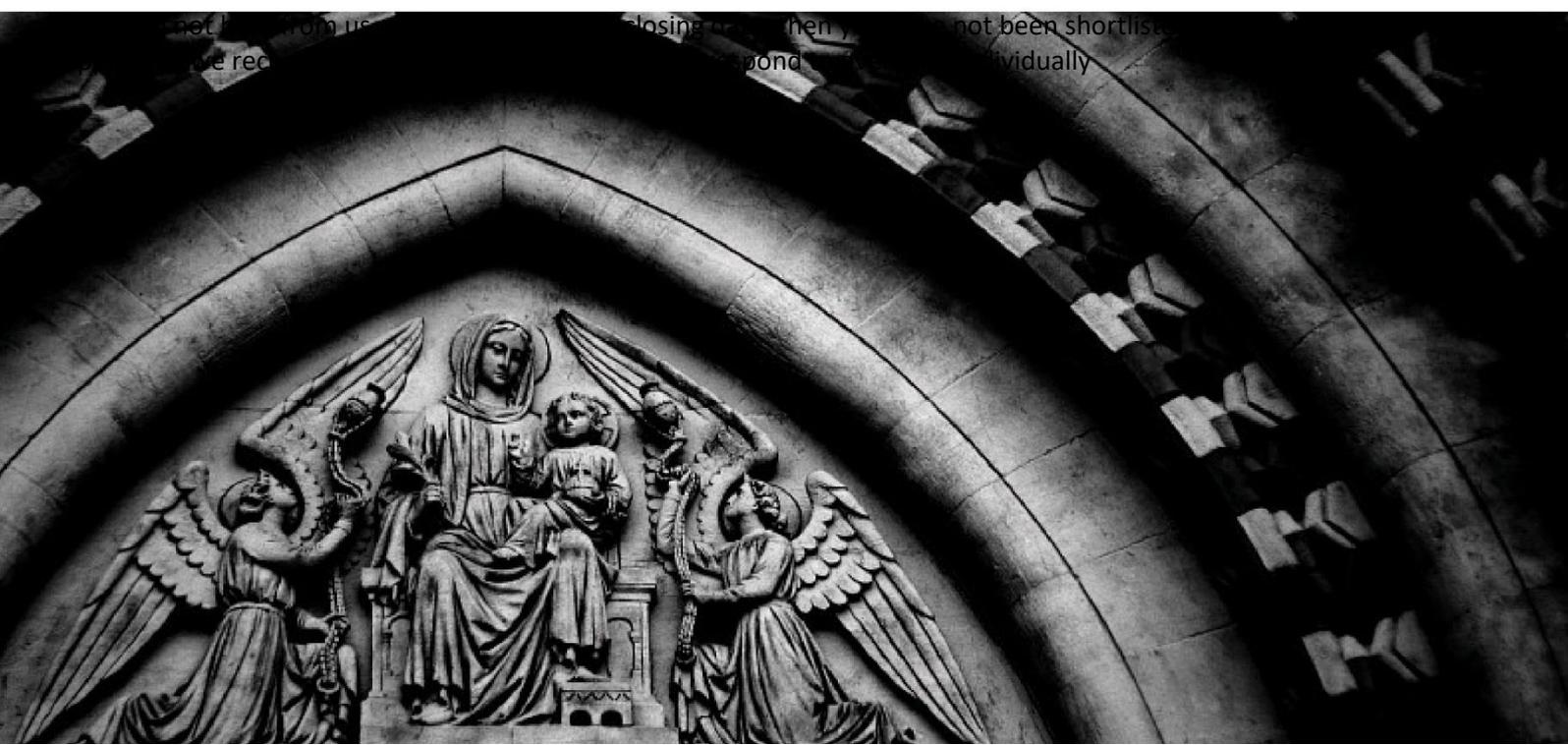
TO APPLY

Please send a CV and maximum of 2 pages of supporting information to show how you meet the requirements of the person specification to

jobs@worcestercathedral.org.uk

Please note we will not be able to shortlist applications if there is no supporting information

The closing date for the job is 24th January April at 12 noon.





The Chapter Office
Worcester WR1 2LA
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www.worcestercathedral.co.uk



Worcester Cathedral is fully committed to Equal Opportunity policies.