**ROLE SUMMARY**

Work closely with the Cathedral Accountant in executing daily financial operations, ensuring accurate and efficient handling of financial transactions and records. This role is responsible for supporting accounts payable, accounts receivable, payroll, and cash management activities.

**PRINCIPAL TASKS AND RESPONSIBILITIES**

Year-End Audit Support

* Contribute to the year-end closing process, including preparing necessary documentation for the annual audit.
* Collaborate with the Cathedral Accountant and external auditors during the audit period.

Financial Reporting and Reconciliation

* Support with the streamlining of processes to enable the Cathedral to move from producing quarterly accounts to monthly accounts
* Contribute to the preparation of monthly management accounts by entering financial data, verifying its accuracy, and assisting with variance analysis.
* Reconcile key balance sheet accounts on a monthly basis, ensuring accurate tracking of restricted funds and grants.
* Work closely with the Cathedral Accountant & CFO to prepare reconciled schedules and support budget managers in tracking their financial performance.

Financial Operations Support

* Support the Cathedral Accountant with accounts payable and receivable processes, including invoice entry, payment runs, and reconciliations.
* Support payroll administration, including maintaining payroll records and preparing related reports. Deputise for the main administrator of the Cathedral Payroll, to be able to process the monthly payroll as required.
* Aid in cash management by monitoring daily cash balances and reporting any discrepancies or needs for adjustments to the Cathedral Accountant.

Budgeting and Forecasting

* Support the budgeting and forecasting process by gathering necessary data and inputting it into relevant systems (currently speadsheets).
* Monitor income and expenditure against the budget, ensuring accurate reporting and advising budget managers as directed.

Systems and Process Improvement

* Utilise and maintain financial systems, such as Sage 200, to ensure accurate and efficient financial processing.
* Identify opportunities for improved workflows, enhanced data security, and cost efficiencies, and provide suggestions to the Cathedral Accountant.

VAT and Taxation Support

* Aid in preparing quarterly VAT returns and participate in calculating the annual partial exemption adjustment.
* Provide support on general taxation queries and support compliance with relevant tax regulations.
* Complete Gift Aid claims on a quarterly basis.

Administrative and Other Duties

* Ensure the smooth daily operations of the Finance department, working with the Cathedral Accountant on various administrative duties as required.
* Undertake additional duties as needed to support the broader Finance team’s goals and objectives.

*This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop, and working practices will change; in order to meet the demands of Salisbury Cathedral, new legislation, and the requirements of Chapter. It is expected that the post holder will contribute to and assist with all future developments. A Basic DBS check will be required.*

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| **PERSON SPECIFICATION** |
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| **1. Qualifications Essential (E), Desirable (D)**  Accountancy qualification, or  working towards it (ACA, ACCA preferred) E  Full membership of the Association of  Accounting Technicians E    **2. Experience**  Management of staff in a busy office D  Drawing up revenue and capital budgets D  Production of management and financial accounts E  Managing bank accounts and cash flow  forecasting E  Implementing financial IT systems D  **3. Knowledge**  Use of accounting software and  Microsoft Office software (Sage 200 preferred) E  PAYE, corporation tax and VAT principles D  **4. Skills and abilities**  Ability to establish and maintain good working  relationships with staff and clients E  Trustworthy E  Good communication and interpersonal skills E  Ability to motivate and develop a finance team E  Able to act according to the Cathedral’s values of boldness, fairness and kindness.  Ability to appreciate, empathise with, and support the values and purpose of a faith-based organisation.  **Skills and Qualifications**   * **Education**: Part-qualified or actively studying toward an accounting qualification (e.g., ACA, ACCA) preferred. * **Experience**: Prior experience in a finance or accounting role, ideally in a charity or not-for-profit environment. * **Technical Skills**: Proficiency in accounting software (preferably Sage 200) and Microsoft Office Suite, especially Excel. * **Analytical Skills**: Strong attention to detail and accuracy with the ability to identify and resolve discrepancies. * **Communication**: Clear and effective written and verbal communication skills, with the ability to work collaboratively within a team.   **SAFEGUARDING** |
| Salisbury Cathedral is committed to safeguarding and safer recruitment practices and expects all at the Cathedral to share this commitment. The postholder is required to report any safeguarding concerns related to children, young people, or vulnerable adults in accordance with agreed policies and procedures.  All staff and volunteers are expected to demonstrate a commitment to safeguarding and the welfare of all who are involved with and/or visit the Cathedral and the Close. This will include adherence to policies and procedures and undertaking any safeguarding duties commensurate with their specific role. All staff are be expected to successfully complete safeguarding training as part of their induction. |

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# **WORKING FOR us**

Salary

The salary for this role is up to £36,000 per annum. This is a permanent role.

Working Pattern

The role is available on a full or part time basis. 28 to 35 hours per week, working Monday to Friday. (4 to 5 days per week). 9am – 5pm.

Annual Holidays

The FTE holiday entitlement is 25 days per annum plus 8 public holidays.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. Salisbury Cathedral will contribute to a contributory pension scheme and automatic enrolment will be made unless the employee chooses to opt out.

Staff Discount

All staff receive a 20% discount on purchases from the Cathedral Shop and Refectory.

Staff have access to an Employee Assistance Programme and Life Assurance scheme.

Parking

Subsidised car parking is available in Salisbury Cathedral Close.

**HOW TO APPLY**

To apply please complete the following forms and e-mail the following information to [recruitment@salcath.co.uk](mailto:recruitment@salcath.co.uk) ;

* Application Form including supporting statement
* Equal Opportunities Form
* CV

The closing date for applications is 10th January 2025.

For an informal conversation about the role, contact Lisa Morriston, our CFO, on 01722 555124 or email [recruitment@salcath.co.uk](mailto:recruitment@salcath.co.uk)

Due to the volume of applications we are currently receiving, it will only be possible to contact shortlisted candidates regarding the outcome of their application. If you have not been invited to attend an interview within 2 weeks of the closing date, please assume your application has been unsuccessful.

Thank you for your understanding and for your interest in working at Salisbury Cathedral*.*

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK.

Offers of employment are subject to satisfactory references, medical clearance and a Disclosure and Barring Service (DBS) check at Basic level.

