



CHESTER CATHEDRAL

Finance Assistant

Job Description

Chester Cathedral is an ancient abbey of international importance that has played a significant part in shaping the history of the City. It still plays an important part in the spiritual, cultural and civic life of Chester and beyond. The site includes the Cathedral, with the most complete set of monastic buildings in the country, the Georgian square and streets and the largest green spaces within the walls, including the scheduled ancient monument, the Roman barracks, beneath the Dean's field.

As a major place of daily Worship, a tourist attraction and a community venue, the Cathedral welcomes around 300,000 visitors each year and operates as a vibrant and diverse destination with a large team of staff and volunteers.

Overall Purpose of the Job

Chester Cathedral hosts a busy programme of services and events and welcomes around 300,000 tourism visitors each year to the Cathedral, its giftshop, refectory café and falconry centre. Supporting the Finance Manager, the individual will assist with all aspects of the finance function including purchase and sales ledger, cash management and production of reports.

Duties:

Purchase ledger

Ensure that all transactions are accurately entered, appropriately recorded and that relevant documentation is correctly filed. Review the accounts regularly and follow-up any queries. Schedule payments out as required and produce reports as necessary.

Sales ledger

Liaise with colleagues and raise invoices as required and ensure that all transactions are properly recorded and relevant documentation is correctly filed. Manage the credit control function, following-up any unpaid invoices or queries. Ensure that the daily and monthly cash flow forecasts are up to date and produce additional reports as necessary.

Cash management

The individual will assist the Finance Manager with the accurate processing of all cash in line with policy and procedures. This will include the counting and recording of cash donations and other transactions, management of till floats and petty cash, regular banking and the administering of gift aid documentation. The individual will also work with the Finance Manager to ensure effective cash flow management and reporting.

Payroll

The individual will assist the Finance Manager in the administration of the monthly payroll, liaising with colleagues to ensure that all information is received in a timely and accurate manner and that queries are resolved quickly and effectively.

Management accounts

Assisting the Finance Manager with the production of monthly management accounts and other reports as necessary.

Other administrative tasks

- The Finance Assistant will be involved in the production of a variety of reports as necessary.
- The Finance Assistant will also be expected to support the wider administrative team in managing telephone calls, visitors to the building, covering the reception desk when necessary and other ad hoc administrative tasks.
- The individual will be expected to assist with the smooth running of IT infrastructure, software and equipment as necessary, liaising with the cathedral's IT contractor.
- The Finance Assistant may need to attend management or governance meetings to present information as appropriate.
- The individual will be expected to contribute to the smooth running of this small department, making recommendations and improvements whenever possible.
- Assisting with the administration of VAT and production of returns.
- The nature of the work will require extensive use of Microsoft office and other software packages.

Health & safety

- Be aware of the current health and safety policy and procedures.
- Ensure that you are trained in current fire evacuation procedures.
- Work safely personally.
- Report any discovered hazards or potential hazards immediately to the Health and Safety Committee.
- Be aware of current safeguarding policies and procedures and be vigilant to their application.

Training & development

Formal training may be provided if appropriate and it is hoped that the individual will be keen to develop their knowledge and experience in the field of finance and accounting.

The individual will be expected to attend training courses and meetings as required and to keep alert to legislation and other changes and opportunities for personal development.

This job description is intended for operational purposes only and does not form part of a contract of employment. It will be subject to regular review and the Finance Assistant will be expected to perform other duties not expressly specified within this job description.

Working Pattern:

This role will be full time but part-time or job share will also be considered.

Accountable to:

The Finance Manager.

Person Specification

	Essential	Desirable	How Assessed
Friendly and outgoing with a good sense of humour	✓		I
The ability to work well as part of a small team	✓		A/I
Excellent customer service	✓		A/I
The individual will need to be comfortable and enjoy working with figures	✓		A/I
Proficient in the use of Microsoft office and comfortable with a variety of software packages and confidence dealing with all aspects of IT	✓		A/I
Excellent written and verbal communication skills, able to communicate well in person and on the telephone	✓		A/I
Sympathetic towards and support for the mission and values of the Cathedral	✓		A/I
Excellent attention to detail and able to deal with large amounts of information	✓		A/I
A very organised and tidy individual who is able to find retrieve information quickly	✓		A/I
A desire to learn and develop their skills in the field of finance and accounting	✓		A/I
EPOS/Till experience		✓	A/I
Cash management experience		✓	A/I
Formal accounting experience or qualifications		✓	A/I/D

Key:

- A – Application form and covering letter
- D – Documentation (certificates)
- I – Interview

Chester Cathedral's Vision, Strategic Aims and Values

Vision

We will provide a diverse, accessible and inspiring experience. We will be thought provoking and challenging, fun and entertaining.

Strategic Aims

Worship & prayer

We will have inspiring services that offer a glimpse of the glory of God.

Learning & discipleship

We **will** help enquirers become disciples. Offering opportunities to grow faith, develop learning and explore heritage.

Welcome and hospitality

We will provide a positive and fulfilling experience for visitors, worshippers and pilgrims, offering a warm welcome in accordance with our Benedictine tradition. We are here for everyone.

Serving our city region and diocese

We will grow and nurture mutually beneficial relationships.

Sustainable and ethical business operation

We will be financially self-sustaining through a well administered, varied and thriving business, continuously innovating and developing new opportunities.

Conserving and developing our buildings and heritage

We will conserve the cathedral's heritage allowing it to evolve and remain relevant and meaningful in today's world.

Values

Throughout everything we do, we will be:

- Welcoming
- Good listeners
- Show respect
- Have great passion for our roles.

We will regularly measure ourselves against these values and create development plans to achieve them.