

<b>Job Title:</b>	<b>Finance Assistant</b>	<b>Department</b>	<b>Finance</b>
<b>Reporting to:</b>	<b>Finance Manager</b>	<b>Pay:</b>	<b>£16,500 p.a. (pro rata)</b>
<b>Contract type:</b>	<b>Permanent Part-time 30 hours per week</b>	<b>Location:</b>	<b>Exeter Cathedral</b>

<b>Job Description</b>
<b>Purpose of role:</b>
To support the effective financial management service to the Cathedral ensuring financial governance complies with the regulations set down by the Charity Commission and the Association of English Cathedrals.
<b>Key Accountabilities:</b>
<p>The Finance Assistant is responsible for:-</p> <ul style="list-style-type: none"> <li>• Updating the purchase order spreadsheet ensuring correct coding and authorisation of purchase orders.</li> <li>• The receipt of supplier invoices and statements, obtaining certification for invoice payment from authorised officers, accurate financial coding and input to SAGE.</li> <li>• Making bacs and cheque payments to suppliers in accordance with agreed supplier terms using the SAGE system and signatures as per the NatWest mandate. Prepare remittance advices and distribute as appropriate.</li> <li>• Ensuring that SAGE and other software is backed-up daily after input has taken place and that password and screensavers are used as directed by the Finance Manager.</li> <li>• Assisting with any element of the process which incorporates counting, identifying and recording of financial gifts and donations. Assist with the reclamation of gift aid and inputting of donations into the database.</li> <li>• Preparation of banking and taking the money to the bank, inputting the income data to SAGE.</li> <li>• Completing end of month processes to enable reporting to be done within the expected time frame. Filing, shredding of confidential data and other similar activities.</li> <li>• Working within the remit of procedural/approved guidelines, if the Finance Assistant identifies an area of weakness he/she is responsible for bringing it to the attention of the Finance Manager.</li> <li>• Providing cover in the absence of any member of the Finance Team.</li> <li>• Any other duties that may be required.</li> </ul>

<b>Background Information:</b>	
The Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat which is the symbol of his authority. The Cathedral is run and managed by the Chapter, supported by the Council and the College of Canons.	
<b>Key Challenges:</b>	
<ul style="list-style-type: none"> <li>• Balancing the liturgical and musical needs of the daily life of the Cathedral with the need to ensure financial viability</li> <li>• The ability to engage with numerous stakeholders, all of whom have differing views on the needs of the Cathedral</li> <li>• Working in a very complex environment with a long and proud history</li> <li>• The need to promote excellence throughout the Cathedral's operations through continuous improvement</li> <li>• The need to streamline business processes to allow the Cathedral to 'do more with less'</li> </ul>	
<b>Working Pattern:</b>	
This role is part-time 30 hours per week and may need some flexibility to meet work demands. Consideration will be given to candidates who require full time hours.	
<b>Candidate Profile:</b>	
<b>Essential:</b>	
<ul style="list-style-type: none"> <li>• An experienced Purchase Ledger Clerk with working knowledge of SAGE Accounts.</li> <li>• Experience of working in a broad and complex environment with numerous income and expenditure streams.</li> <li>• Excellent organisational skills.</li> <li>• Good communication skills at all levels</li> <li>• Strong IT skills, knowledge of Excel, Word and Outlook.</li> <li>• Ability to handle high levels of work and prioritise accordingly.</li> <li>• Strong team player with good sense of humour.</li> <li>• Empathy with the core values of the Cathedral.</li> </ul>	
<b>Benefits:</b>	
<ul style="list-style-type: none"> <li>• The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).</li> <li>• The Cathedral offers a Childcare Voucher Scheme.</li> <li>• Holiday entitlement – 30 days including Public Holidays per annum pro rata.</li> </ul>	

<b>Job holder name:</b>			
<b>Signature:</b>		<b>Date:</b>	