

# *Finance Assistant* Application Pack

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## *Job Description*

**Job Title:** Finance Assistant

**Department:** Finance

**Reporting to:** Finance Supervisor

**Hours of Work:** up to 35 hours per week

**Salary:** £23,000 to £24,000 FTE

**Contract Type:** Permanent

### **Background to the role:**

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.

### **Purpose of the Role:**

To support the effective financial management service to the Cathedral and its trading subsidiary Exeter Cathedral Enterprises Ltd ensuring financial governance complies with the regulations set down by the Charity Commission and the Association of English Cathedrals.

### **Duties and Responsibilities:**

- Purchase ledger:
  - Managing the purchase order system including setting up new users, suppliers and codes
  - Processing invoices and expenses for payment including the correct authorisations have been received
  - Preparing and processing the weekly payment run
  - Credit card processing and administration
  - Responsible for resolving queries when they arise
  - Scanning and filing invoices and expenses
- Sales ledger:
  - Processing and inputting daily income
  - Downloading and reconciling daily reports from the sales system, calculating Vat and posting to the finance system
  - Liaising with team managers where errors are identified to ensure corrections are made in a timely manner



- Daily cashing up and banking
  - Managing, reconciling and topping up petty cash
  - Processing group visitor invoices and emailing to customers
  - Credit control
  
- Collection boxes and donations:
  - Empty boxes once a week
  - Count and record cash received
  - Bank and input the receipts into the finance system
  - Input donor information onto the donor database
  
- Utilities:
  - Ensure monthly meter readings are taken and reported to the utility suppliers
  - Check usage against previous months and updated Utilities spreadsheets
  - Download and process invoices for payment
  - Query resolution
  
- Other:
  - Filing of bank statements
  - Archiving financial records
  - Any other duties as and when required

### *Candidate Profile*

#### **Essential:**

- An experienced Purchase Ledger Clerk (knowledge of Sage 50 would be desirable)
- Experience of working in a broad and complex environment with numerous income and expenditure streams.
- Excellent organisational skills
- Good communication skills at all levels
- Strong IT skills, knowledge of Excel, Word and Outlook
- Ability to handle high levels of work and prioritise accordingly
- Strong team player with good sense of humour



Exeter  
Cathedral



*Photo by Sebastian Christopher*

## *Working for us*

### **Working Pattern**

This role is full time and 35 hours per week.

### **Annual Holidays**

The holiday entitlement is 30 days per year including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

### **Pension Scheme**

The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).

### **Discounts**

All employees receive a 10% discount on purchases made in our Shop and Café and complimentary tickets to our in-house concerts.



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*Photo by Emma Solley*

## *About Exeter Cathedral*

A vibrant community hub and a world-class heritage destination, Exeter Cathedral has been at the heart of Devon for nearly a thousand years. Now, as then, it offers a refuge for reflection and a place for prayer – as well as stage for artists, performers and musicians. It has witnessed a fascinating history and remains home to a living Christian faith, a place for learning and a retreat for relaxation. Exeter Cathedral is, at once, a centre of innovation and of ancient treasures; telling stories of the past while carefully conserving them for the future. Innovatively sharing its secrets to welcome a new generation.

## **Our Values**

At Exeter Cathedral, we are committed to and will courageously pursue being:

- Welcoming to all
- The best we can
- Open and listening
- Fair and respectful



## **Safeguarding**

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

## *How to Apply*

Please complete the application form, available on our website, <https://www.exeter-cathedral.org.uk/>, and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your *curriculum vitae*, if you wish.

**Applications should be sent by email or post to:**

Alysha Keers, HR Generalist & Volunteer Co-Ordinator, 1 The Cloisters, Exeter, EX1 1HS

Tel: 01392 255573, Email: [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

**The closing date for applications is Tuesday 2<sup>nd</sup> April 2024**

**Interview date Monday 8<sup>th</sup> April 2024**