



Exeter
Cathedral

Careers



Finance Assistant *Application pack*



Title:

Finance Assistant

Department:

Finance

Reporting to:

Finance Supervisor

Salary: National Minimum Wage: £12.21

p/h (over 21s), £10 p/h (aged 18-20)

Contract type:

Part-time, 12-15 hours per week

Location:

Exeter Cathedral



Purpose of the role

To contribute to the finance team in financial transactional processing to service the needs of the Cathedral and meet financial governance requirements set down by the Charity Commission.

Background

The Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat, which is the symbol of their authority. The Cathedral is run and managed by the Chapter.



Key Accountabilities

The Finance Assistant's work and responsibilities will involve:

Collection boxes and donations

- Empty various collection boxes once a week
- Count and record cash received in accordance with financial procedures
- Bank and input the receipts into the finance system
- Input donor information onto donor database

Purchase ledger

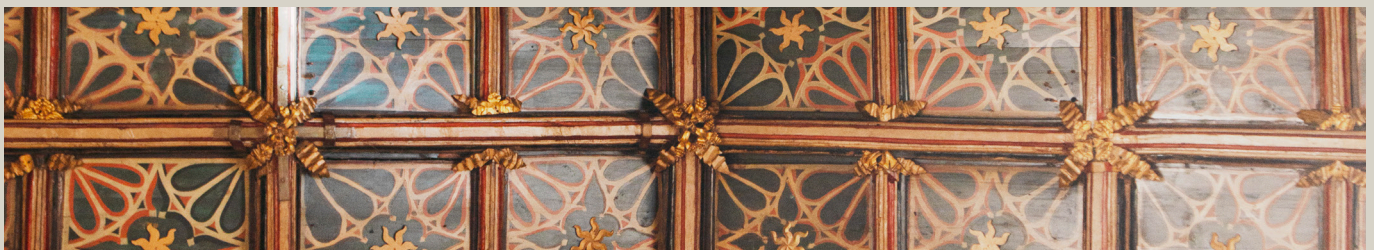
- Processing invoices and expenses for payment including ensuring the correct authorisations have been received
- Assist in the management of the purchase order system including setting up new users, suppliers and codes

Sales ledger

- Processing daily income sheets for commercial activities
- Liaising with team managers where errors are identified to ensure corrections are made in a timely manner
- Daily cashing up and banking

Other

- Archiving financial records
- Providing copy invoices for grant funding applications
- Other data input or transactional processing that arises
- Provide cover in the absence of a member of the Finance Team
- Any other duties as and when required commensurate to the grade of work





Key Challenges

- Balancing the liturgical and musical needs of the daily life of the Cathedral with the need to ensure financial viability
- The ability to engage with numerous stakeholders, all of whom have differing views on the needs of the Cathedral
- Working in a very complex environment with a long and proud history
- The need to promote excellence throughout the Cathedral's operations through continuous improvement
- The need to streamline business processes to allow the Cathedral to 'do more with less'

Candidate profile

Essential:

- Ability to follow financial procedures with care and precision
- Strong organisational and time-management skills
- Proficient IT skills, knowledge of Excel, Word and Outlook
- Good communication and concentration skills
- Team player willing to meet needs of a complex organisation
- Empathy with the core values of the Cathedral

Desirable:

- Experience of working in a broad and complex environment with numerous income and expenditure streams
- Experience working with SAGE 50



Working Pattern

This role is part-time 12-15 hours per week with a requirement to work Thursday mornings. There is a degree of flexibility on the working pattern of the remaining hours. This job is office based with no scope for home working.

Annual Holidays

The holiday entitlement is 30 days per annum pro rata including public holidays.

The holiday year runs from 1 January to 31 December.

Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement – 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café.
- Complimentary tickets to our in-house concerts (limit applies).

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.



Exeter
Cathedral

How to apply

Please complete the application form, available on our website at:

www.exeter-cathedral.org.uk/about-us/vacancies/

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

vacancies@exeter-cathedral.org.uk

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: vacancies@exeter-cathedral.org.uk

The closing date for applications is 12 noon on 8 October 2025.

Interviews will take place on week commencing 13 October 2025.

Thank you for your interest in this role.

We look forward to hearing from you!