

## Job Description – December 2019

**Job Title:** Finance Assistant **Grade:** B

**Department:** Finance

**Line Manager:** Head of Finance

**Head of Department:** Director of Corporate Services

### **Introduction to working at St Paul's Cathedral**

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and in 2018 welcomed over 850,000 paying visitors.

### **Our Mission Statement**

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

### **Our Vision**

- St Paul's is seen primarily as a living Christian Church.
- We will be a centre for welcome, worship and learning, and though our care and imagination, will inspire successive generations to engage with the richness of the Christian faith and its heritage.
- Working with the Bishop and Diocese of London and the wider Church, we will be a spiritual focus for people across London, the nation and a broader international audience.
- Our work will promote dignity and justice for everyone.

### **Our Values**

**Welcoming** – we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each one of our visitors.

**Responsible** –We are people of integrity, each responsible for part of the whole of the Cathedral’s work, looking after the Cathedral for the next generation.

**Engaging** – we seek to engage everyone in our mission, at the Cathedral, within London and across the World.

**Nourishing** – As a community we work together in a learning environment, aiming for the highest possible standards in everything we do whilst acknowledging that we cannot do everything.

## **Purpose of the Job**

This is an exciting new Finance Assistant opportunity to join a thriving and growing team. This is a varied role which takes responsibility of the administration, processing and accounting for supplier management. This role also provides support to the Finance team in performing balance sheet reconciliations including Fixed Assets and prepayments as well as processing expenses, payroll administration and support for projects.

## **Main Duties**

- Process Cathedral purchase invoices, matching to appropriate purchase order and other documentation and distributing for authorisation.
- Receive authorised invoices and check and confirm appropriate coding / signatures and signatory limits before releasing authorised invoices on the system.
- Prepare the BACS payment run, ensuring suppliers are paid within credit terms and also with regard to the Cathedral’s cash position.
- Prepare Purchase Ledger Cheque payments, draw cheques, arrange signatures and distribution together with filing.
- Administer the authorised signatory register.
- Carry out month-end routines for ensuring the Aged Creditor balances are credible and complete and reconcile back to the control account.
- Maintain the Fixed Asset register ensuring that the capitalisation costs and depreciation rates are correct. Update and prepare journals as required.
- Take responsibility for updating the investment schedules from investment reports.
- Maintain and update prepayment schedule to conform to good practice and reconciles back to control account.
- Provide support to the Head of Financial Accounting towards year end work including setting up journals and schedules.
- Processing expenses and supporting with payroll administration and project work.
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

The following is included:

Purchase Ledger: Process purchase orders and invoices ensuring compliance with Cathedral policy, statute and good practice. Reconcile supplier statements and prepare payment batches for supplier, employee expense claims and Freelancers.

Credit Card: Administration, process and reconciliation.

Balance Sheet: Maintain and update Fixed Asset Register, update investment schedule, update and reconcile prepayments.

Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

## **Person Specification**

We are looking for someone to:

### **Essential**

- Have extensive purchase ledger experience in a busy finance team / accounting function;
- Have experience of reconciliations and familiarity with the relevant accounting standards;
- Have some exposure to investments, including accounting for transactions for an investment portfolio;
- Have the ability to work successfully as part of a small team;
- Be reliable, organised and methodical in their approach;
- Possess the ability to prioritise work and meet strict deadlines while maintaining accuracy;
- Have proven experience of working effectively with non-finance staff and contributing to wider organisational aims outside of the traditional finance remit;
- Possess good communication and inter-personal skills to liaise with colleagues across the Cathedral, including senior budget holders, and suppliers;
- Have experience of working in the charity sector;
- Have empathy with the aims and ethos of the Cathedral;
- Have the ability to keep information confidential, complying with departmental and Cathedral GDPR policies and procedures.

## **Desirable**

- Part qualified (AAT, ACCA, ACA);
- Have strong experience on finance packages and Excel, with the ability to learn the relevant software (Dimensions) used in the Department.

The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Applicants must have the right to work in the UK.

## **Main Terms of Employment**

Salary	£26,200 per annum
Hours of Work	Full-time; a minimum of 35 hours net per week, Mondays to Fridays with one hour unpaid lunch break. Flexibility is required to accommodate workload peaks.
References and DBS	Appointment is subject to satisfactory references and a Basic Disclosure from the Disclosure and Barring Service.
Probationary period	3 months
Life Assurance	A Life Cover scheme is in operation.
Pension	The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions.
Holiday	25 days per annum plus eight statutory holidays.

In order to apply, please visit [www.cofepathways.org](http://www.cofepathways.org)

The closing date for applications is 24<sup>th</sup> January 2020.

Interviews will take place on 6<sup>th</sup> or 7<sup>th</sup> February 2020.