

Job Description – December 2019

Job Title: Head of Finance **Grade:** E

Department: Finance

Line Manager: Director of Corporate Services

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

- Responsible to the Director of Corporate Services for the whole of the Cathedral's (Group) day-to-day accounting function to ensure effective procedures and robust controls are in place for all aspects of the function and the organisation fulfils all of its statutory obligations and delivers against its financial commitments.
- The Head of Finance, with the Director of Corporate Services, is responsible for annual statutory reporting as well as financial planning, budgeting and forecasting. In addition, they will produce timely, accurate and accessible monthly and quarterly management accounts, liaising with the relevant Head of Department to drive value for money and maximise income.
- The Head of Finance will work with the Director of Corporate Services to modernise and streamline the Cathedral's finance systems. They will work with managers and other users to ensure that the Cathedral makes the best use of the finance system, both to simplify administration and to improve management information at all levels. This will require proactive engagement with staff across the Cathedral.
- The Head of Finance will ensure that all payments, both in and out, are made in a timely and accurate manner.
- The Head of Finance will be responsible for the direct line management of all the staff in the Finance Team to ensure they work in an efficient, effective, supportive and co-ordinated way to deliver the Cathedral's accounting function.

Main Duties

- Financial accounting & compliance:
 - Lead on the financial accounting for the organisation, specifically ensuring appropriate and robust controls are in place.
 - Ensure good balance sheet control is in place through monthly reconciliations and review.
 - Provide VAT advice to the Finance Team and Cathedral employees where required on relevant matters, seeking expert advice where required.

- Submit VAT returns and Corporation Tax returns for the Cathedral Group.
 - Lead on year-end and audit planning and preparation; draft annual statutory accounts for review by the Director of Corporate Services. Act as main point of contact for the auditors.
 - Advise on technical matters to the Finance Team and others as required, in line with the Charities' SORP and any other accounting standards as appropriate.
 - Provide oversight of the Purchase Ledger function, specifically the approval levels and suppliers, and streamline them where appropriate whilst maintaining proper controls.
 - Provide oversight of the Sales Ledger and Credit Control functions, ensuring that appropriate controls are in place.
 - Lead on day to day banking relationships, ensuring all mandates (for cheques and online access) are up to date.
 - Manage the Cathedral's accounting system and any related software applications together with any third party support contracts, ensuring complete and up-to-date accounting records are maintained.
 - Work closely with the School Bursar and the Head of Commercial Services to ensure the effective provision of accounting and other financial services to the School and Enterprises.
 - Provide oversight of the support given by the Finance Team to the various entities associated with the Cathedral: Enterprises, Foundation, COLET, Garfield Weston and Friends.
 - Ensure that payroll data (from HR and relevant departments) is processed accurately and salaries coded appropriately.
 - Review and creation of new finance policies as required, for review by the Director of Corporate Services and approval by Chapter.
- Financial planning and reporting:
 - Plan and manage the annual budget-setting process in conjunction with the Director of Corporate Services. Review and update budget templates as necessary.
 - Oversee the mid-year reforecast process.
 - Work with the Director of Corporate Services to draft multiple year budgets and scenarios for business planning.
 - Produce a single standard set of management accounts each month, incorporating fund balances and overhead charges, and working with budget holders, providing a commentary on key variances and any known risks.
 - Monitor cash at bank and maintain a 12-month cash-flow projection; raise any concerns with Director of Corporate Services.
 - Preparation of financial reports to funders, as required.

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:

Essential

- Fully qualified accountant (ACA, ACCA, or CIMA) with broad and deep post-qualification experience
- Good knowledge of charity SORP accounting
- Experience of developing and implementing financial systems and internal controls.
- Experience of budgeting and management accounts
- Strong organisational skills – both personally and leading small teams
- Strong Excel skills
- Some experience of annual audits and of preparing annual accounts
- Experience of administering partial recovery for VAT and corporation tax
- Good communication and inter-personal skills to liaise with colleagues across the Cathedral, including senior budget holders, and suppliers
- Good analytical skills
- Proven experience of pro-activity

Desirable

- Commercial/retail finance experience including EPOS
- Experience of payroll
- Knowledge of Access Dimensions and MS Access

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	£58,250 per annum
Hours of Work	Full-time; a minimum of 35 hours net per week, Mondays to Fridays with one hour unpaid lunchbreak. 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

The closing date for applications is 24th January 2020.

Interviews will take place on 6th or 7th February 2020.