

JOB DESCRIPTION

Job Title:	Administrative Management Accountant
Team:	Chichester Cathedral Restoration & Development Trust
Location:	Cathedral Offices
Line Manager:	Director of Fundraising
Matrix reporting line:	Chair of Trust Finance Committee
Contract type:	Permanent
Contract Length	
Hours:	Part time - 24 hours per week
Salary:	£28,800 (£42,000 FTE)

1	Job Purpose
	To manage and deliver comprehensive financial accounting and bookkeeping support services to the Chichester Cathedral Restoration & Development Trust and subsidiaries.
2	Principal Accountabilities
2.1	Financial Management & Accounting - Maintenance of accurate financial accounting records within the accounting systems. - Preparation of monthly management accounts and annual budgets for the Director and Finance Committee. - Manage monthly reconciliation of all Cash and Bank Accounts for automated posting to account records. - Maintenance and management of the monthly 3rd party staff Payroll & Pensions information and reports.
2.2	Financial Reporting - Preparation of year-end accounts for Chichester Cathedral Restoration & Development Trust and subsidiaries. - Preparation and presentation of quarterly management accounts and appropriate additional financial information required in support of Trustee and sub-committee meetings. - Preparation and support to external auditors and management of the audit process, including preparation of draft year-end financial statements.
2.3	Administrative Support - Maintenance of strong, clear and regular communication. - Preparation and presentation of financial information to support the Director and Trust team.
2.4	Secretarial & Charity Compliance Governance - Submission of all compliance documentation, mandates and returns for the Charity Commission and under the Companies Act. - Undertake the role of Company Secretary for statutory entities as agreed with the Line Manager.
3	Special Requirements
	- Chichester Cathedral is a living church, and applicants should be in sympathy with our Christian mission. - All our employees are required to undertake mandatory training including CofE safeguarding training as appropriate. - In general, the post holder will work from the Cathedral offices in Chichester though there is some scope to work remotely. - There will be occasional out-of-hours working.
4	Qualifications, Skills and Experience
	Qualifications - Bookkeeping, Financial and Management Accounting Level 3 or equivalent Skills - Experience of financial management and control ideally for charities. - High level of competence in the use of the QuickBooks accounting system or similar. - Good written & verbal communication abilities. - Good team-working skills. - Use of Microsoft Office.

How to apply

Please send your CV to: alison.george@chichestercathedral.org.uk

Key dates:

The closing date for applications is midday on 9th October 2026.

Interviews will take place in person at Chichester Cathedral.

We reserve the right to close the vacancy earlier if a suitable candidate is appointed so please do apply as soon as possible.

If you wish to discuss this role, please call 01243 812480.