**JOB DESCRIPTION**

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| **Job Title:** | Finance Manager |
| **Team:** | Finance |
| **Location:** | Chantry Offices |
| **Line Manager:** | Chief Operating and Finance Officer |
| **Contract type:** | Fixed term – 2 years |
| **Hours:** | Part time – 0.6 FTE |
| **Date of completion:** | June 2023 |

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| **1** | **Job Purpose** |
|  | To manage the Finance team ensuring that all aspects of financial management are properly conducted and to provide accurate, relevant and timely financial information to the Cathedral’s governing bodies. |
| **2** | **Principal Accountabilities** |
|  | * To effectively manage the Finance team supporting each individual to perform to the best of their abilities and to develop appropriately;
* To ensure that effective financial controls are in place and adhered to by finance team;
* To be responsible for monthly management accounts reporting, including balance sheet, income and expenditure account, variance reporting from budget, working capital and cash flow forecasting;
* To be responsible for reconciling designated, restricted and endowment funds monthly;
* To undertake day to day accounting for major projects;
* To collaborate with colleagues to ensure timely reporting of key performance indicators whilst looking to improve the reporting process;
* To prepare the annual statutory accounts working closely with CFO ensuring compliance with Charities SORP and requirements of Cathedral Measure 2021;
* To liaise, as required, with the auditors and other professional advisers;
* To work with others to complete quarterly group VAT return;
* To work closely with the Chichester Cathedral Restoration and Development Trust and the Cathedral Chapter, to support appropriately the fundraising activity within the life of the Cathedral;
* To assist with day to day insurance matters arising from Cathedral activities;
* To demonstrate a commitment to robust safeguarding compliance and statutory duties;
* To actively support and comply with all Health and Safety policies, procedures and recommendations at all times.
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| **3** | **Level of Responsibility** |
| **a** | **People**The post-holder will have direct line management of three part-time finance staff an will provide ‘on the job’ training and support to each of them. |
| **b** | **Financial Management** |
|  | As above but in addition, the post-holder will be responsible for:* oversight of accounts payable and accounts receivable, together with coordinating the fortnightly payment run to suppliers;
* oversight of payroll;
* co-ordination of the Cathedral cash collections with the occasional requirement to assist with the counting.
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| **4** | **Contacts** |
|  | * Colleagues within the Cathedral to provide financial support and guidance;
* Chapter and its Committees to ensure they understand the cathedral’s financial position;
* Professional advisers to ensure the Cathedral’s accounts are scrutinized appropriately.
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| **5** | **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. |
| **6** | **Qualifications, Skills and Experience** |
|  | **Qualifications**Ideally some form of finance qualification [AAT, ACCA, CIMA, ICAEW etc] either by exam or experience but qualification by experience is equally valid.**Experience*** Previous experience in a leading a finance team is essential;
* Previous experience of effectively using cloud based accounting software is essential and previous experience of using Xero and Approval Max would be desirable;
* Experience of preparation of VAT returns under partial exemption rules would be useful.

**Knowledge, Skills & Abilities** * Good team player prepared to lead and get the best out of each individual but also to work collaboratively with the team when necessary;
* Excellent organisation skills with the ability to juggle conflicting priorities;
* Excellent communication skills and the ability to translate finance, it’s complexities and language, to a variety of stakeholders;
* Advanced level Excel user;
* Experience of charity accounting and fund reporting;
* Experience of statutory accounts preparation.
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