**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. |
| **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. |
| **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. |
| **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. |