

CHICHESTER CATHEDRAL

Finance Officer Vacancy

Recruitment Pack

February 2024

Team:	Finance
Location:	Chantry Offices, Chichester Cathedral
Contract Type:	Permanent
Hours:	Full time – 35 hours per week
Salary:	£30,000 per annum

Any questions?

Head of HR, Val Timlin
val.timlin@chichestercathedral.org.uk

A photograph of a man with white hair, wearing a dark sweater and grey trousers, standing in a narrow stone path. He is flanked by high brick walls. In the background, the large, ornate facade of Chichester Cathedral is visible under a clear sky. A black lantern-style light fixture is mounted on the wall to the right.

Welcome from the Interim Dean of Chichester

Dear Candidate

Thank you for your interest in the post of Finance Officer at Chichester Cathedral.

The Cathedral is right at the heart of the city of Chichester and attracts many visitors and tourists. It has a rich liturgical tradition and a superb choir and hosts many cultural events. It has a strong congregation, including a growing number of families, and a close relationship with the Prebendal School, where the Choristers are educated. It also has a long history of engagement with the arts and supports a unique Workshop for Liturgical Art.

The Cathedral Chapter is seeking a Finance Officer who will have responsibility for the day-to-day transactions for the Chapter of Chichester Cathedral and Chichester Cathedral Enterprises Ltd. You would also be responsible for administering our payroll and support the preparation of the monthly management accounts and annual budget. You would work closely with our Finance Manager, the Chief Finance Officer and the two Finance Assistants who make up the finance team.

The Cathedral is at an exciting time in its history. Next year it will welcome a new Dean and in 2025 it will celebrate its 950th history. It's a time for new beginnings.

The Reverend Canon Simon Holland
Interim Dean of Chichester

About Chichester Cathedral



The Cathedral is a living church that has been at the centre of life in Chichester for over nine centuries. We are a place of worship and mission, the Mother Church of the Diocese of Chichester (which covers East and West Sussex) and the seat of the Bishop of Chichester. We are supported by a committed worshipping congregation, a small but dedicated staff team and over 400 volunteers.

The Cathedral is a leading visitor attraction, a venue for artistic and cultural activity, and an all-round hub for the community, welcoming over 250,000 visitors each year. Music is a central element in the Cathedral's life. The Choir, which offers eight sung services each week and contributes to the Cathedral's outreach around the diocese, has a high reputation at national and international level. We also host many high-quality musical performances each year by choirs, orchestras and chamber groups.

The Cathedral presents a comprehensive events programme and has a trading subsidiary, Chichester Cathedral Enterprises Ltd (CCEL), offering hospitality and retail services that support the Cathedral in delivering its mission. We have both a residential and commercial property portfolio many of them listed, in the Cathedral Close and beyond.

The Cathedral does not receive statutory or Church of England funding and is self-supporting, relying on self-generated income, donations, and fundraising activities. The Chapter is supported by the Chichester Cathedral Restoration & Development Trust and the Friends of Chichester Cathedral.

Further information about Chichester Cathedral can be found on the Cathedral website, including our [Annual Report & Accounts](#).

Our Vision

The Cathedral's anniversary in 2025 invited us to think more deeply about our purpose here in Chichester – in our worship, in our teaching, in our common life, in our commitment to diversity and inclusion and in our mission.

Invoking the prayers of St Richard, we have been drawn to that vein of spiritual renewal that animated the Latin West and especially this diocese in the thirteenth century – that is, the spirituality of St Dominic, which formed Richard and which shaped his own ministry here in Sussex, not least in resourcing his own pastoral care, teaching ministry, and expansion of the Cathedral's life.

We've therefore taken inspiration from Dominican life in the so-called 'Four Pillars': Prayer, Study, Community and Mission. In these we begin to see a pattern of common life that helps us to fix our eyes on Christ as a means to becoming more prayerful; wiser in our understanding of what it means to be Christlike in the 2020s; becoming a community that is compassionate and joyful; and becoming more courageous in our mission and service to the world.

We hope you find inspiration and challenge in this pattern of life that we are setting before the Cathedral community and ask for your prayers as we seek to build up the household of faith here.

Prayer

Committing ourselves to seeking the face of God afresh in contemplation and worship, we hope to be guided by The Spirit to enter more deeply into the mystery of Jesus Christ and to radiate His beauty.

Community

Shaped by the insights of prayer, contemplation and study, we seek to build up our community in love, compassion and hospitality – encouraging each other to step out in faith and hope.

Study

Rooted in prayer, we seek to discern what it means to be human in an age of technological, political, social and economic change – through study, teaching and engagement with the World.

Mission

As a discerning, prayerful and loving community, we seek to take the message of God's grace into the World with imagination, beauty and confidence, radiant with the promise of salvation.

You can read our full [Vision](#) document on the Cathedral website.

Commitment to Safeguarding

In accordance with Church of England's policy, *Promoting a Safer Church* and the House of Bishops' *Safeguarding Policy and Practice Guidance*, Chichester Cathedral is committed to the safeguarding of children, young people, and vulnerable adults who may be at risk.

The Cathedral works in partnership with the Diocese of Chichester to ensure that we operate in accordance with best practice at all times.

The care and protection of children, young people and vulnerable adults are the responsibility of the whole Cathedral community, whether clergy, staff, volunteers, contractors or members of the congregations. Everyone who participates in the life of the Cathedral has a role to play in promoting a safe environment for all.

To learn more about Safeguarding at the Cathedral [please see our website](#).

Commitment to Equality & Diversity

At Chichester Cathedral we are dedicated to encouraging a supportive and inclusive workplace culture amongst our employee and volunteer workforce. It is our aim to ensure that if you work here or apply to work here, on either a paid or voluntary basis you will have an equal opportunity. We are also committed to working towards an organisation workforce that is diverse and as representative of our wider community as it can be.

We respect and value each of our employees and volunteers and are committed to enabling you to be able to perform to the best of your abilities and to be your authentic self in the workplace.

About the Role

Job Description

Job Title:	Finance Officer
Team:	Finance Team
Location:	Chapter
Line Manager:	Finance Manager
Contract type:	Permanent
Hours:	Full time
Date of completion:	February 2024

1	Job Purpose
	The Finance Officer has main oversight of day-to-day transactions for the Chapter of Chichester Cathedral (Chapter) and Chichester Cathedral Enterprises Ltd (CCEL). The post-holder will also be responsible for administering the payroll for Chapter and CCEL employees. This role is also expected to support the Finance Manager with the preparation of the monthly management accounts and annual budget
2	Principal Accountabilities
	<ul style="list-style-type: none"> ▪ To have responsibility for accounts receivable for Chapter ensuring management of debtors; ▪ To have responsibility for managing payroll for Chapter and CCEL employees, including collating payroll information, and liaising with the Head of HR as appropriate; ▪ To prepare P32 reports and set up NatWest Bankline payments for approval by Head of HR, Finance Manager and CFO. ▪ To complete monthly submissions to HMRC and the Church Workers' Pension Fund and undertake any ad hoc reporting to ensure all compliance tasks are met; ▪ To ensure all recharge accounts are invoiced monthly including reconciliation of interfund, shop and visitor desk transactions; ▪ To reconcile balance sheet control accounts monthly ready for sign off by Finance Manager. ▪ To provide support to the Finance Assistants in relation to accounts payable and accounts receivable for both Chapter and CCEL and to cover during absences; ▪ To provide support to the Finance Manager to ensure timely completion of the monthly management accounts, preparation of group VAT return, the Listed Place of Worship grant scheme and any other ad hoc tasks and reconciliations; ▪ To support the preparation of the annual budget, together with the monitoring of spending against budget monthly. ▪ To assist with one off tasks, as required for other members of Finance team, wider Cathedral team, or external parties such as auditors. This includes occasionally covering Finance Assistants with cash counting during absences. ▪ To support the Finance Assistants in running a fortnightly non-accounts payable payment run within Xero, together with uploading to NatWest Bankline to ensure all payments are made on time.
3	Level of Responsibility
a	People There are no direct reports, but the Finance Officer has an indirect responsibility for the Finance Assistants which includes providing support and on-the-job training so that priorities within the team can be managed.
b	Financial Management There are no direct responsibilities, but indirect responsibilities as set out above.

c	Other This role is the primary contact between Chapter and HMRC for payroll purposes.
4	Contacts The Finance Officer is expected to work with all members of Chapter and CCEL staff and is likely to have contact with a range of external parties, including external advisors and members of the congregation.
5	Special Requirements All our employees are required to undertake mandatory training including CofE safeguarding training as appropriate.
6	Qualifications, Skills and Experience Qualifications <ul style="list-style-type: none"> ▪ equivalent of AAT level 4 by qualification or experience; ▪ good standard of education with excellent literacy and numeracy skills. Experience <ul style="list-style-type: none"> ▪ working in a similar role is essential; ▪ understanding of double entry bookkeeping; ▪ managing a payroll system. Skills <ul style="list-style-type: none"> ▪ proficient Office 365 user, including Teams, Outlook, and Word; ▪ advanced Excel user, including pivot tables and lookups; ▪ excellent organisation skills with the ability to prioritise effectively and organise multiple tasks from multiple stakeholders; ▪ excellent team player who is able to provide support to colleagues but also articulate own support needs; ▪ ability to use Xero and Xero Payroll is not essential but highly desirable and the aptitude to learn is essential; ▪ understanding of the basis of charity fund accounting is desirable.

How to apply

You are required to complete an application form, available on our website: [here](#)

Please email your completed application to: Val Timlin, our Head of HR at:
HR@chichestercathedral.org.uk

- The closing date for applications is **9.00am on Thursday 14 March 2024**.
- Interviews will take place in Chichester during the **week commencing 18 March 2024**.

If you wish to have a discussion about this role with Jane Court, the Finance Manager, please email her at: jane.court@chichestercathedral.org.uk

Any questions?

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