**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Head of Finance |
| **Team:** | Finance |
| **Location:** | Royal Chantry Offices |
| **Line Manager;** | Executive Director |
| **Matrix reporting line:** | Dean |
| **Contract type:** | Permanent |
| **Hours:** | Full time though part time could be considered |
| **Date of completion:** | March 2021 |

|  |  |
| --- | --- |
| **1** | **Job Purpose** |
|  | The Head of Finance, working closely with the Executive Director, actively contributes to the Cathedral's strategic planning, providing strong financial and commercial guidance. They will also ensure that all aspects of financial management are properly conducted and provide accurate, relevant and timely financial information to the Cathedral’s governing bodies. |
| **2** | **Principal Accountabilities** |
|  | * Responsibility for all aspects of the Cathedral’s financial management including its trading subsidiary which consists of a shop, holiday let and accommodation business; * Assessing and making commercially sound and pragmatic decisions and recommendations for change and ensuring they are implemented; * Contributing to strategic planning, writing and inputting to business plans, providing support to enable sound business decision making ensuring financial considerations are fully considered; * Preparing and monitoring annual budgets, working closely with the Executive Director and colleagues in other teams and overseeing the production of accurate monthly management accounts, balance sheets, cash flows and funds allocations; * Monitoring the balance sheet control accounts and preparing and performing reconciliations thereon * Continuing to improve financial systems and processes as appropriate; * Preparing year-end financial statements in accordance with the Charity SORP, Cathedral Accounting Regulations and the Companies Act; * Liaising with auditors; * Providing commentary and analysis, presenting as and when required, at internal and Board meetings * Working closely with budget holders to manage and review day to day finances to maximise funding and commercial opportunities or value for money, to expand current services * Developing current internal control policies, systems and procedures to improve the effectiveness of financial management and reporting * Maintaining Soldo expense card system and Approvalmax Accounts payable workflow system * Overseeing staff payroll, pension contributions and HMRC returns * Preparing VAT returns * Preparing and returning gift aid, grants and other finance applications * Monitoring property and investment income by:   + liaising with key outsourced partners in property and tenant management   + liaising with equity investment management partner is delivering required investment reporting and controls; * Continuing to embed recent outsourcing of associate entities accounting with chosen partner. |
| **3** | **Level of Responsibility** |
| **a** | **People**  The Head of Finance leads and manages a small part time finance team. |
| **b** | **Financial Management**  The Head of Finance has overall responsibility for the Cathedral’s finances. |
| **c** | **Other**  The Head of Finance is a member of the Cathedral’s senior leadership team. |
| **4** | **Contacts** |
|  | * Colleagues in other teams to provide support in budget preparation and management; * Senior leadership team and Chapter et al to ensure understanding of the Cathedral’s financial position in decision-making; * Auditors and other professional advisors to ensure that we comply with financial requirements. * Outsourced partners to ensure the effective management of the Cathedral’s finances. |
| **5** | **Special Requirements** |
|  | The role may require occasional evening and weekend working and a flexible approach to working hours at busy times. A degree of home working is an option that may be explored alongside flexibility in working hours.  Mandatory safeguarding training will be provided.  Chichester cathedral is a living church – applicants should be in close sympathy with our Christian mission. |
| **6** | **Qualifications, Skills and Experience** |
|  | Qualifications and Experience   * ICAEW, ACCA or CIMA qualified * Previous experience as financial controller, head of finance or FD necessary * Third sector or ecclesiastical accounting experience an advantage * Xero accounting systems knowledge a distinct advantage * Other systems knowledge in Soldo prepaid cards and Approvalmax would be advantageous but not expected   Skills   * ability to combine strategic thinking and the ability to be hands on; * excellent communication skills and the ability to communicate financial information effectively to non-financial audiences; * a confident leader with the ability to inspire and motivate others to achieve their personal and organisational goals; * flexible and proactive in identifying solutions; * collaborative, diplomatic and able to work with a variety of stakeholders * excellent IT skills in particular Excel; * ability to take responsibility, initiate and manage change. |