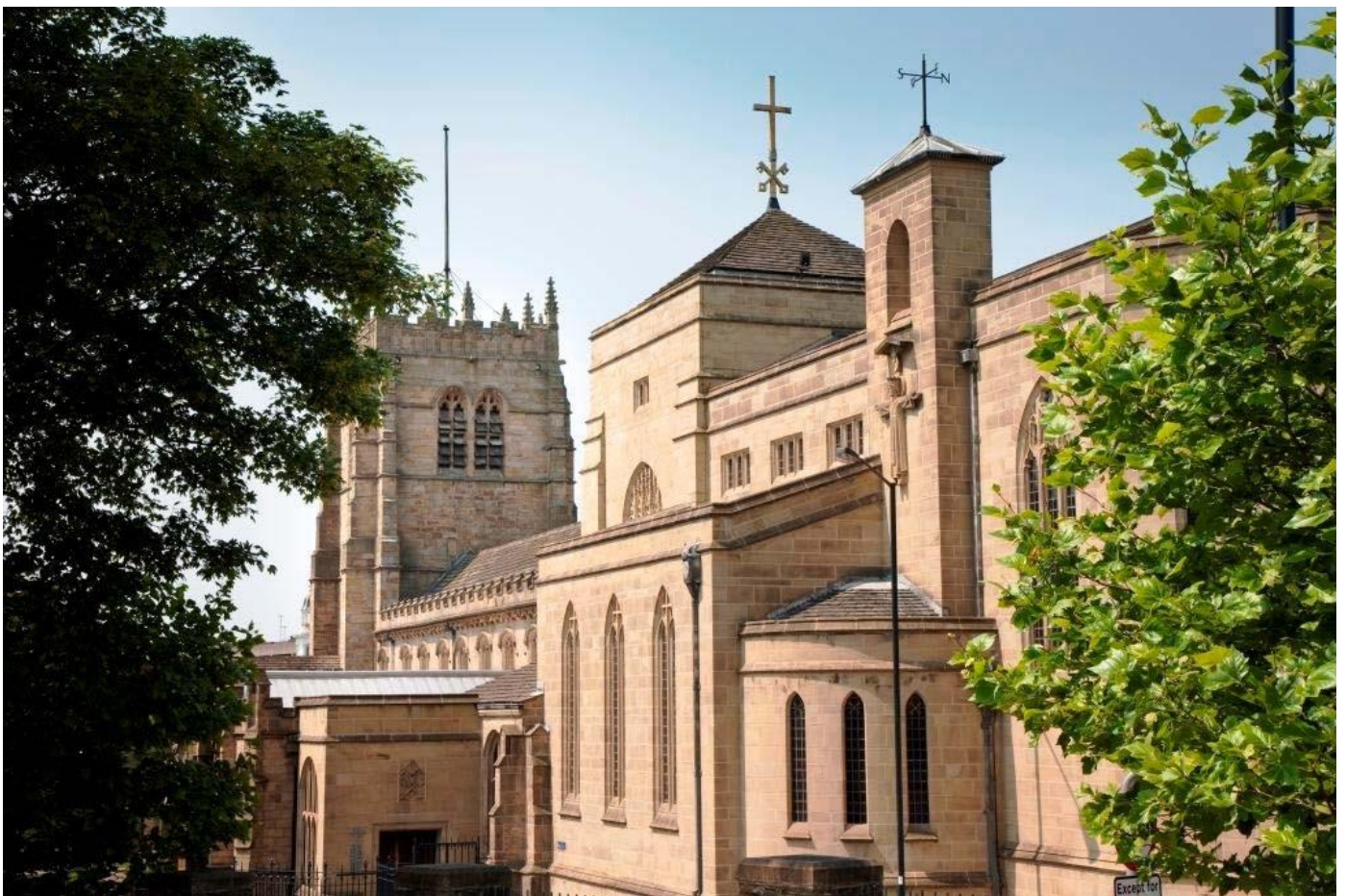


BRADFORD CATHEDRAL

Hospitality Faithfulness Wholeness

Finance Officer (Fixed Term Contract)



 THE CHURCH
OF ENGLAND

Diocese of Leeds

Introduction

Bradford Cathedral stands on a site that has been a place of Christian worship for over 1,000 years. As well as continuing to be a place of prayer and worship in the heart of Bradford city centre, the Cathedral also attracts many visitors who come to explore the history of this ancient building, or to enjoy our vibrant programme of special events, including; exhibitions, music recitals and concerts, special talks, theatre, film and dance. The Cathedral is a busy and exciting place to work and you will be joining us at an exciting time in our development. The Finance Officer will be a key part of the Cathedral's administrative team, providing operational support to the Director of Finance to help ensure that statutory requirements are met and new strategic developments delivered.

Role Overview

Following the appointment of The Very Revd Andy Bowerman as the Dean of Bradford, the Cathedral is currently developing a new forward strategy, and looking ahead to 2025 when Bradford will be the UK City of Culture. The Finance Officer will provide support across a range of accounting and finance duties, including production of accurate management accounts, monitoring cash flow and supporting the budgeting process. This will allow the Director of Finance to support the Cathedral in delivering its new strategy. Additional capacity will also be required to comply with the requirements of the Charities Act as the Cathedral moves to becoming a registered charity under the Cathedrals Measure 2021.

This will be a fixed term appointment for a period of twelve months.

If you enjoy a challenge, working in a unique environment, and are looking for a busy but rewarding role in a dynamic, friendly organisation this post offers a great opportunity.

Key Responsibilities and Tasks

1. To provide operational support to the Director of Finance.
2. To produce monthly management accounts for the Cathedral's Senior Management Group and Heads of Department, including checking transaction details and ensuring that control accounts have been properly cleared.
3. To support the production of the annual financial statements as directed by the Director of Finance
4. To assist with the modernisation of the Cathedral's financial systems as required.
5. To assist with the reconciliation of Cathedral control accounts if required (including but not limited to Pay, Tax, Pension and Credit Card).
6. To perform monthly bank reconciliations if required.
7. To reconcile income accounting systems (including ChurchSuite, eventbrite, donor and EMS) to income received.

8. To assist with VAT registration and administration should that be required (the Cathedral is not currently registered for VAT but may become so in the period of this fixed term)
9. To undertake small projects as directed by the Director of Finance.
10. To adhere to all of the Cathedral's policies and procedures.
11. To carry out any other duties commensurate with the role, as approved or directed by the Director of Finance and Chief Operating Officer.

Person Specification

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application D – Documents I – Interview R –References
Qualifications		
Degree level qualification or equivalent professional qualification.	D	A/D
Part qualified CCAB Accountant or Accounting Technician	E	A/D
Good literacy and numeracy skills (GCSE Maths & English)	E	A/D
Skills		
Excellent verbal and written communication skills	E	A/I
MS Office Packages (Word, Excel, Powerpoint) minimum intermediate level.	E	A/I
Calm and well mannered.	E	I
Highly organised and methodical with the ability to prioritise effectively.	E	A/I
Resilient and able to work under pressure.	E	I
Project Management	D	A
Experience of VAT arrangements in a VAT registered body	D	A
SAGE Accounting Package Experience	D	A
ChurchSuite CRM Package Experience	D	A
Ability to hit deadlines.	E	A/I
Experience		
Recent experience of working in a finance team.	E	A
Experience working in the not-for-profit sector.	E	A
Knowledge		
A working knowledge of the Church of England and the Christian faith.	D	A/I
A good understanding of GDPR.	D	A
Attitudes		
Honesty, integrity and strong values. The appointee needs to be able to work comfortably in a faith-based organisation and be sympathetic to, and supportive of, Christian values.	E	I
A wholehearted commitment to the success of the Cathedral.	E	I
The willingness to work flexible hours on occasion, with periods of considerable intensity, as required.	E	I

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application D – Documents I – Interview R –References
Ability to work collaboratively as part of a team however equally comfortable working on their own.	E	I/A
Ability to show tact, diplomacy and discretion.	E	I/A

Terms and Conditions

This post is based at Bradford Cathedral. There is some flexibility on how contracted hours are worked, however we would expect the post holder's normal hours to be between 08:30 – 17:00, Monday to Friday. Occasionally, it may be necessary to work outside of these hours including evenings and weekends.

The post is a part time post and is based on a 30-hour week. Attendance is required at the Cathedral, as agreed with your line manager in advance.

The post is line managed by the Director of Finance.

The remuneration for this role is £22,000 per annum (£27,500 FTE), which will be paid by credit transfer on or around the 24th of each month.

Bradford Cathedral Chapter will contribute an amount equal to 5% of salary towards a Pension Scheme run by the Church of England and a further 3.5% is added from the employee's salary.

Annual leave for a Full Time post is 28 days per year plus 8 bank / public holidays. This post is 0.8 of a Full Time post. Therefore, the annual leave for this post is 28.8 days including bank holidays.

This post is a fixed term role for twelve months.

The first three months of employment will be a probationary period. The notice period for termination of employment, by either party, is one month.

Bradford Cathedral is committed to safeguarding and promoting the wellbeing of all people and expects all staff and volunteers to share this commitment.

How to Apply

Please apply using the Church of England's *Pathways* website;

Pathways Link - <https://www.cofepathways.org/members/modules/job/detail.php?record=5874>

The deadline for applications is **Friday 17 November, 5.00pm** and interviews will take place on **Monday 27 November**.

Point of contact

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Director of Finance

Bradford Cathedral

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