



# PORTSMOUTH CATHEDRAL



## Application Pack

### Finance Assistant

- 21 hours per week
- Permanent contract



# Introduction to the role and working at Portsmouth Cathedral

Welcome

Thank you for your interest in working at Portsmouth Cathedral.

We are looking for a part-time (21 hour per week) permanent Finance Assistant.

Your work will include day-to-day finance activities ranging from cash counting and raising customer invoices to paying supplier invoices and maintaining the cashflow forecast. You will be working alongside other members of our staff team including our Ministry Team, talented musicians and volunteers. You will also work with the new staff funded by the Church Commissioners' Cathedral Sustainability Fund, as we seek to fulfil the plans laid out in our Vision and Strategy to increase our impact as a Cathedral and community hub while improving our financial sustainability through commercial events and fundraising.

The successful applicant will be versatile and have a high level of digital skills (e.g. Microsoft 365), an ability to prioritise, and the tact and diplomacy to work with a diverse range of people as part of a flexible team in a busy environment.

For an informal conversation about the post, please do not hesitate to contact us through [nicky.taylorroberts@portsmouthcathedral.org.uk](mailto:nicky.taylorroberts@portsmouthcathedral.org.uk)

With kind regards,



Richard Abraham  
Chief Operating Officer



Nicky Taylor Roberts  
Finance Manager

## Benefits of working at Portsmouth Cathedral include...

- Generous annual leave entitlement of 27 days (pro rata) per annum plus public holidays from the first year of employment.
- Generous employer pension contributions of 7% plus death in service benefit
- Flexible working arrangements considered.
- Commitment to professional development and training.
- Cash health plan



## Finance Assistant

Report to	Finance Manager
Direct and Indirect Reports	None
Location of Role	The role is primarily based at Portsmouth Cathedral but may require some travel. Some hybrid working arrangements may be considered.
Hours and Contract	21 hours per week
Pay Rate	£15,000 (£25,000 FTE)
Training	Safeguarding, UK GDPR,

## Job purpose and context

- To support the work of the Finance Manager
- To work co-operatively with other members of the Cathedral team of staff and volunteers,
- To deliver effective and seamless finance management of Cathedral activities; and
- To work with individuals and organisations booking our spaces to ensure timely invoicing and receipt of income.

## Key relationships

- Senior Management Team (Dean, Chief Operating Officer and two Commissioners Canons)
- Finance Manager
- Events Manager
- Organist and Master of the Choristers
- Learning and Schools Officer
- Head of Fundraising
- Visitor Experience Manager
- Digital Marketing Manager
- Volunteer Coordinator
- Shop Manager
- Head Verger and Precincts Manager
- Other Cathedral staff and volunteers

## Key responsibilities

Our Finance Assistant will provide assistance within the finance department in areas of daily financial administration and other clerical duties.

Main responsibilities of the role include, but are not limited to:

- Updating the cashflow spreadsheet daily by accessing the Cathedral bank account and entering any receipts and payments as well as any expected income and expenditure.
- Managing the accounts@ email inbox, printing invoices and remittances, replying to queries and filing emails once actioned.

- Processing incoming supplier invoices and expense claims for payment on a weekly basis to include printing, assigning nominal and department codes, acquiring approval, posting on Sage Accounts software and making bank payments using Lloyds Commercial Online Banking.
- Raising customer invoices for events, regular bookings and services as requested, maintaining the sales ledger spreadsheet and posting customer invoices on Sage.
- Weekly cash counting with a member of the administration team or a volunteer and updating the weekly counting spreadsheet.
- Preparing any floats requested and banking the weekly takings.
- Ensuring all bank transactions are posted on Sage weekly, ensuring supporting paperwork has been scanned and filed electronically with the appropriate authorisations completed.
- Carrying out monthly bank reconciliations and posting journals.
- Maintaining clean ledgers and filing system.
- Maintaining records for planned-giving and shop purchases.
- Reading the gas and electric meters monthly and uploading the readings to the supplier portals
- Other duties commensurate with this level of position in the organisation.

## Person specification

### Essential

AAT Level 2-4 qualification or equivalent.

Experience of Sage accounting software or similar software package.

Good proven IT (Microsoft 365) and administrative skills.

Highly organised, detail orientated.

Excellent written and verbal communication skills.

Proven ability to work as part of a diverse and inclusive team and under own initiative.

Flexible, proactive and adaptable approach to working in a busy Cathedral.

A flexible attitude and willingness to take on a range of duties including working alone and under pressure.

Have an open and welcoming attitude to all including volunteers and members of the general public.

Empathy with the beliefs and values of the Christian Faith and the aims and objectives of the Church of England.

### Desirable

Experience of working with digital platforms e.g. booking and CRM systems and websites.

A keen interest in Cathedrals as a place to enrich the lives of people from all backgrounds.

Working in an environment where paid and voluntary staff operate side by side.

## Personal qualities

Excellent interpersonal skills, in particular warmth, tact, diplomacy, discretion, and imagination.

Committed to upholding the highest standards of safeguarding practice.

Committed to equal opportunities and inclusivity and at ease when working at all levels.

Highly collaborative and self-motivated.

## Terms and Conditions of Appointment

- **Hours** – Permanent contract – 21 hours per week ideally worked over 3-5 days.
- **Salary** – The annual salary will be paid at the rate of £15,000 (£25,000 FTE).
- **Pension** – Staff are eligible to join the Church Workers Pension Fund (contributory: employer 7%, employee 1% of gross salary).
- **Holiday** – The annual leave allowance is pro rata based on 25 days plus two 'given' days over Christmas to provide cover, and all statutory public holidays (which may need to be taken in lieu).
- **Safeguarding** – The Cathedral takes the safeguarding of children and vulnerable adults very seriously and practices Safer Recruitment for all roles (both paid and voluntary), enhanced DBS for specific roles and face-to-face or online training as required.

The Cathedral records and manages the checks and courses taken by staff and volunteers to ensure that DBS renewals take place and training is refreshed as required by each role.

For this role safeguarding training will be required. This may change as government requirements change. This training will be arranged and paid for by the Cathedral for the successful candidates.

- **Data Protection** – Ensuring that the Cathedral collects, stores, and deletes information in compliance with current data protection legislation and retention guidance is important to us and the sign of a healthy organisation.

Staff and volunteers in certain roles will be required to complete GDPR/DPA on-line training to help ensure the Cathedral handles all personal and contractual data entrusted to it in a proper and legal manner.

For this role GDPR training to an appropriate level will be required. This training will be arranged and paid for by the Cathedral for the successful candidate.

- **Probationary Period** – This post will be subject to a one-month probationary period, during which the appointment may be terminated by either party giving the other one week's notice. Notice after the probationary period is one month by either side.
- **Review and Appraisal** – The post is subject to informal and formal procedures for review and appraisal. Training and development are discussed as part of this process. Other general terms and conditions of employment are set out in the Staff Handbook, which is issued to all Cathedral employees on appointment. A copy will be available for inspection at the interview if requested.

# Application process and Interview

**For an informal discussion about this role please contact:**

Nicky Taylor Roberts, Finance Manager [nicky.taylorroberts@portsmouthcathedral.org.uk](mailto:nicky.taylorroberts@portsmouthcathedral.org.uk)

For any questions regarding the application process please contact

[vacancies@portsmouthcathedral.org.uk](mailto:vacancies@portsmouthcathedral.org.uk)

## Applications

Please submit your application through Charityjob including:

- a covering letter setting out how you meet the essential and desirable experience and skills outlined in the person specification, what attracts you to the post and why you believe you are the right person for the role.

You are also requested to submit a diversity form through [vacancies@portsmouthcathedral.org.uk](mailto:vacancies@portsmouthcathedral.org.uk)

Candidates invited to interview will be asked to complete a Confidential Declaration as part of our Safer Recruitment process.

Portsmouth Cathedral is an Equal Opportunities Employer and a member of Inclusive Church.

## Interviews

We will interview in person at the Cathedral as suitable applications are received.

Reasonable travel expenses will be reimbursed.