



DURHAM CATHEDRAL

Vacancy for Senior Finance Officer

Job Title:	Senior Finance Officer
Location:	Durham Cathedral
Contract:	Permanent
Hours:	37.5 hours per week
Salary:	c. £35,000 per annum.

An exciting opportunity has arisen to take a leading role in a team that is responsible for the management of all financial activity within Durham Cathedral. Your significant experience within a similar financial role, complemented with an expert knowledge of payroll and VAT, will demonstrate your ability to oversee production of management accounts and preparation of salaries within tight deadlines,

You will be proficient in the use of Finance software and Microsoft Office (particularly Excel) and possess a minimum of 4 GCSE's (including Maths and English) or equivalent and an Accountancy qualification (ACCA/CIMA or equivalent.) You will also have had previous staff supervision responsibilities.

For further information and an informal discussion about this position please contact Jayne Manns, Chief Officer Finance at Jayne.manns@durhamcathedral.co.uk.

For an application pack please go to: <https://www.durhamcathedral.co.uk/about-us/jobs>

Closing date for receipt of completed application forms:	09:00am Monday 14 th February 2022
Shortlisting Date:	w/c 14 th February 2022
Interview Date:	1 st & 2 nd March 2022
Preferred start date:	As soon as possible