



# DURHAM CATHEDRAL

THE SHRINE OF ST CUTHBERT

<b>JOB TITLE:</b>	Senior Finance Officer
<b>JOB NUMBER</b>	FN002
<b>LOCATION:</b>	Cathedral Office
<b>ACCOUNTABLE TO:</b>	Chief Officer: Finance
<b>RESPONSIBLE FOR:</b>	Finance Officers
<b>KEY RELATIONSHIPS:</b>	All cathedral staff, external suppliers, external auditors and HMRC.
<b>BACKGROUND:</b>	The Finance Department is responsible for the management of all financial activity within the Cathedral.
<b>JOB SUMMARY:</b>	To work as part of the Finance team and ensure that all financial transactions are carried out in accordance with applicable systems and controls.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. To oversee the preparation of the monthly salaries for Durham Cathedral, along with processing of expenses, holiday pay, apprenticeship levy, life insurance, childcare vouchers, pension calculations and online submissions to HMRC.
2. To oversee the management of the purchase ledger for Durham Cathedral, and the two trading subsidiaries, including processing of purchase orders and invoices, supplier statement reconciliations and payments to suppliers.
3. To oversee the management of the sales ledger for Durham Cathedral, and the two trading subsidiaries, including the raising of sales invoices, debtor reconciliations and credit control.

4. Preparation and submission of quarterly VAT returns for Durham Cathedral VAT group, including partial exemption calculations.
5. Preparation of monthly management accounts for Durham Cathedral and the Chorister School, including the preparation of monthly balance sheet reconciliations, income and expenditure analysis and explanatory notes as required.
6. Preparation of accounts for Special Trusts and Funds.
7. Preparation of year-end audit files for Durham Cathedral and the Chorister School.
8. Preparation and submission of forms P11D to HMRC.
9. To assist the Chief Officer Finance in the preparation of the annual budgets for Durham Cathedral.
10. To assist the Chief Officer Finance with the performance of any other duties as required, including the provision of support and cover to other members of the Finance Team as required.

**Additional responsibilities:**

1. To ensure that the highest standards of professional performance are achieved and maintained.
2. To promote equal opportunities in the work of the Finance Team.
3. To ensure compliance with relevant legislation and statutory codes of practice, as advised.
4. To participate in the arrangements for performance review and appraisal.
5. To ensure that professional skills and knowledge are regularly updated through participation in training and development activities.

*The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

**Health and Safety**

*Under the Health and Safety at Work Act 1974, whilst at work the post holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts*

*or omissions. In addition, the post holder must co-operate with the Cathedral on health and safety and not interfere with or mis-use anything provided for his/her health, safety and welfare.*

***Confidentiality***

*The post holder must comply with Durham Cathedral's policies and procedures regarding the sharing of confidential and personal data.*

***Safeguarding***

*Durham Cathedral is committed to safeguarding. If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Cathedral Safeguarding Officer.*

***Equality, Diversity & Inclusivity***

*Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.*



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## Senior Finance Officer

### PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job; that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do; that is the job can be done without those qualities. The table below also identifies how the criteria will be assessed.

Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

**A: Application Form**

**I: Interview**

**A & I: Application Form & Interview**

Ref:	Criteria	Essential / Desirable	A/I
	<b>QUALIFICATIONS</b>		
1.	Minimum 4 GCSE's or equivalent (English and Maths essential).	Essential	A
2.	Accountancy qualification (ACCA/CIMA or equivalent).	Essential	A
	Educated to degree level or equivalent, or possess equivalent relevant professional experience.	Desirable	A
	<b>EXPERIENCE</b>		
3.	Experience of staff supervision.	Essential	A/I
4.	Experience of working in a senior finance officer role or similar role.	Essential	A/I
5.	Experience of producing management accounts.	Essential	A/I

6.	Experience of producing statutory accounts and working with external auditors.	Essential	A/I
	<b>KNOWLEDGE</b>		
	Knowledge of payroll.	Essential	I
	Knowledge of VAT.	Essential	I
	Knowledge of charity accounts.	Desirable	I
	<b>SKILLS / APTITUDES</b>		
7.	Proficient in the use of Microsoft Office, especially Excel	Essential	A&I
8.	Confident in the use of finance software	Essential	A&I
9.	Ability to meet deadlines	Essential	A&I
	<b>PERSONAL ATTRIBUTES &amp; COMPETENCIES</b>		
9.	Ability to work as a team player, as well as unsupervised	Essential	A&I
10.	Excellent communicator (both written and oral)	Essential	A&I
	Commitment to providing a high quality customer service	Desirable	A&I
	Flexible approach	Desirable	A&I