

## Job Description for the post of Finance Officer

### VISION AND STRATEGY

Growing God's Kingdom is the vision and strategy of the Chapter of Ripon Cathedral. Jesus' own teaching and ministry show that the kingdom was central to his mission, as does his instruction to pray for its coming on earth as in heaven. This includes promoting fullness of life for all people. As Jesus said, according to St. John, 'I came that they may have life, and have it in its fullness'. The cathedral takes the safety of everyone within the cathedral very seriously and expects that everyone will work within the cathedral's safeguarding policy. In particular, the cathedral expects anyone who becomes aware of a safeguarding risk or of actual abuse, to report it immediately in accordance with the cathedral's safeguarding procedures.

### Purpose

Reporting to the Chief Finance Officer the main purpose of the role is to provide financial support ensuring the smooth running of the Finance Department, especially in relation to the associated charity Ripon Cathedral Development Campaign. They will ensure the Trustees of the Development Campaign have all relevant financial information they require.

The person appointed will be employed by the Cathedral Chapter, on behalf of the Chief Operating Officer provides overall management for all contracted employees.

The Line Manager for this post will be the Chief Finance Officer.

### Context

The Finance Department is led by the Chief Finance Officer who is managed by the Chief Operating Officer. The whole department works closely with the Canon Treasurer, a lay member of Chapter. The Cathedral is currently working to ensure it is financially sustainable in the long term within the direction of the strategy set by Chapter. The Cathedral is a registered charity.

The post of Finance Officer is located within Ripon Cathedral, which is a place of Christian Worship and Mission within the Church of England. The person appointed will be expected to respond positively to this ethos.

### MAIN DUTIES AND RESPONSIBILITIES

#### Finance

- This role will be responsible for the accounts payable activities including the processing of invoices, reconciliation, and dealing with suppliers.
- Balance sheet reconciliation.

- Ensure all suitable information is available on donations for suitable recognition and grants to allow for the level of reporting that is needed.
- Ensure all daily and weekly banking is completed, recorded, and reconciled.
- Process and file the Gift Aid return monthly.
- Generate month end management accounts for the trustees.
- Create suitable information for the year-end accounts and work with the auditors as appropriate.
- Support the Chief Finance Officer with other finance-related work including month end and year end accounts.

## **Compliance**

- Ensure that all work and activities are undertaken in compliance with applicable statutes, regulations and directives regarding Safeguarding, Health & Safety, Fire and Security, including the Cathedral's internal policies and procedures.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

## **General**

- Be accountable for own development through the appraisal process seeking out opportunities to learn new skills.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to the cathedral's policies and practices.

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 post 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.

## **COMMON DUTIES AND RESPONSIBILITIES:**

### ***Health and Safety***

Under the Health and Safety at Work Act 1974, whilst at work the postholder 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 postholder 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 Ripon Cathedral's policies and procedures regarding the sharing of confidential and personal data.

### **Safeguarding**

Ripon 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 Chapter lead for safeguarding. Safeguarding is everyone's responsibility.

### **Equality, Diversity & Inclusivity**

Ripon 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.

### **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.

**A: Application Form**

**I: Interview**

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

Ref:	Criteria	Essential / Desirable	A / I
	<b>EXPERIENCE</b>		
1.0	Ability to work to meet strict deadlines	Essential	A/I
2.0	Ability and initiative to manage own workload	Essential	A/I
3.0	Understanding of charity accounts	Desirable	A/I
	<b>KNOWLEDGE</b>		
4.0	Good standard of literacy and numeracy, A levels are desirable but not essential.	Essential	A
5.0	AAT level 3 qualification or equivalent or working towards it	Essential	A
	<b>SKILLS / APTITUDES</b>		

6.0	Full understanding of Sage 50 Accounts Professional V.27	Essential	A/I
7.0	Sage Payroll	Desirable	A/I
8.0	A minimum of two years Sage 50 experience.	Essential	A
9.0	Confident user of Microsoft Excel and Word	Essential	A
<b>PERSONAL ATTRIBUTES &amp; COMPETENCIES</b>			
10.0	Able to demonstrate empathy for the work of Ripon Cathedral and alignment with the values and mission.	Essential	A&I
11.0	Enthusiastic with a professional, positive, proactive, flexible and helpful attitude.	Essential	I
12.0	Discrete and trustworthy.	Essential	A
13.0	Ability to work as part of a team	Essential	A/I
14.0	Effective communicator to people of all ages and abilities	Essential	A/I
15.0	Well organized, ability to multitask and attention to detail.	Essential	A&I