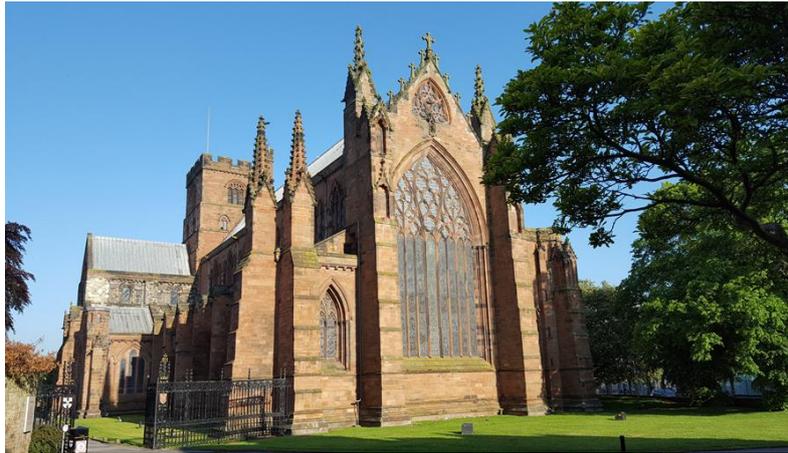




Part-Time Finance Manager (maternity cover)

OUTLINE - February 2019



We are looking for an enthusiastic and experienced part-time Finance Manager (maternity cover) to join our small, friendly team in a busy Cathedral office. The Finance Manager is responsible for the day to day financial management and accounting for Carlisle Cathedral and its associated entities, the Development Trust and Carlisle Cathedral Enterprises Ltd.

This is a role of substantial responsibility and accountability. Working with a part time Accounts Assistant and reporting directly to the Director of Strategic Operations, this position requires a recognised accounting qualification (ACA/ACCA/CIMA) as well as a wide range of knowledge and experience.

KEY RESPONSIBILITIES include:

- Producing month end accounts
- Completing the balance sheet and investments reconciliation
- Managing Fund balances and monthly cashflow
- Analysis of accounts, budgeting and forecasting (P&L, Balance Sheet and Cash Flow)
- Reconciling Nominal and control accounts
- Managing tax and compliance including VAT returns, partial exemptions, MTD and liaison with HMRC
- Financial accounting for ongoing capital projects
- Maintaining accounting records, liaising with auditors and overseeing year end accounts

CANDIDATE PROFILE

The successful candidate will be highly experienced in a similar role and able to demonstrate:

- A recognised accounting qualification (ACA/ACCA/CIMA)
- Substantial experience of all elements of financial management and accounting
- Highly experienced in accounts software including Sage 50 and Sage 50 Payroll
- Excellent IT skills, including Excel, the production of spreadsheets and data manipulation
- Strong business acumen and understanding of financial issues
- The ability to analyse and make recommendations, with the capacity to drive through key business changes
- Strong organisational skills and attention to detail
- The ability to work effectively and efficiently under pressure to deliver high quality results and meet strict deadlines
- A positive 'can do' attitude and a willingness to tackle a wide range of practical and administrative tasks

Safeguarding

The Chapter has a continuing commitment to, and concern for the safety and wellbeing of children and vulnerable and at-risk adults who are involved in Cathedral activities or who seek the Cathedral's help. All Cathedral staff, regardless of role, must complete the Church of England C0 online safeguarding awareness training. Further details will be provided to the successful candidate in due course.

How to apply

For further details and an application pack, please email Miss Ruth Shingler at ruth@carlislecathedral.org.uk.

The deadline for receipt of applications is 5pm on Thursday 28th February 2019.

Interviews will be held at Carlisle Cathedral during the week beginning 11th March.

You must be available to take up this role on Monday 8th April.

Carlisle Cathedral holds and processes personal data in line with UK law on data protection. To find out more about this please see our "Privacy Notice" which is available from our website www.carlislecathedral.org.uk/privacy_policy.