



Application Pack



Accounts Administrator (Part Time)

November 2024



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Dear Applicant

ACCOUNTS ADMINISTRATOR (PART-TIME)

Thank you for your interest in the post of Accounts Administrator (part-time) at Norwich Cathedral.

As part of the application pack, I am pleased to enclose the following:

- General Information about Norwich Cathedral and the post
- Job Description
- Person Specification
- Terms and Conditions
- Staffing Structure
- Application Form
- Job Applicant Privacy Notice

The closing date for applications is 12 noon on Monday 2 December 2024 with interviews to be held on Monday 9 December 2024.

If you would like to discuss the post before you apply and/or visit, please do not hesitate to contact the Finance Manager, Simon Howard, on 01603 218305 to make an appointment.

I look forward to receiving your completed application form in due course.

Yours sincerely

Freddie van Till
Chapter Steward

Norwich Cathedral

Accounts Administrator

Background

Norwich Cathedral has stood for over 900 years as a place of Christian worship, learning and hospitality and the seat of the Bishop of Norwich. Throughout that time it has welcomed visitors and pilgrims. Today it is the county's leading visitor destination, welcoming over 500,000 people each year. Special events, such as the 'Dippy the dinosaur' exhibition which drew over 234,000 visitors, have given the Cathedral a national reputation for embracing bold and thought-provoking visitor initiatives and ways of encountering the Christian faith.

During 2023 the Cathedral's governing body, the Chapter, refreshed the Cathedral's priorities and strategy. The three key priorities are:

1. **Growing Faith:** enabling all who share in the Cathedral's life to deepen their encounter with the Gospel of Christ in prayer, worship and daily life
2. **Engaging Visitors:** growing visitor and pilgrim numbers, enabling all who come to be inspired by Norwich Cathedral and engage with it as a place of worship, learning and hospitality
3. **Serving Communities:** using the Cathedral's strengths and partnerships to serve the common good, challenge social and environmental injustice, and inspire communities across Norwich, Norfolk and Waveney

The Cathedral is fortunate in having strong financial foundations, not least through its property portfolio. It is one of the few English Cathedrals to have retained ownership of all but one of the freeholds on properties within the Cathedral Close. As such, the annual revenue budget is supported by over £3 million each year. After property costs have been expended, the surplus supports other areas of the Cathedral's budget. Nonetheless, the current financial climate has highlighted the benefits of broadening out the Cathedral's income streams. The most obvious of these is income from visitors and events. Actively planning for such increases should provide the financial capacity to invest more in our visitor facilities and staff to realise the opportunities this represents; help fund wider community engagement; and contribute to making sure we have the underlying staffing structure the Cathedral needs. Building the Cathedral's financial resilience is set alongside Chapter's responsibilities to maintain the Cathedral's fabric. With a timely approach to repairs and conservation, the financial support of The Friends, and the benefit of the new buildings completed in the last twenty years (the Hostry and Refectory), care of the fabric is a strength.

The Dean and Chapter is supported by the Cathedral staff team as well as a number of statutory and operational committees. The Chapter Trustees appoint a Chief Operating Officer and Chief Financial Officer (Chapter Steward) to undertake administration in the Cathedral. The Chapter Trustees oversee the financial strategy, supported by the Chief Financial Officer, with advice from the Finance Committee Advisors; and this is audited by the Audit & Risk Committee which meets at least twice a year. This, together with an external financial audit (undertaken by MA Partners Audit LLP), provides scrutiny of routine financial administration and longer-term resourcing. The Chapter employs c. 55 (43 fte equivalent) members of staff, both full and part-time, and is grateful for their commitment, enthusiasm and dedication. The Finance Department (a full-time Finance Manager, two part-time Finance Officers and an Accounts Administrator) is responsible for providing an effective and efficient accounting function for the Dean and Chapter. This includes Norwich Cathedral Enterprises Ltd, Norwich Cathedral Choir Endowment Fund, The Norwich Cathedral Trust and the Statham Society

The Cathedral Refectory and Shop form Norwich Cathedral Enterprises Limited (NCEL), a separate trading company, which is managed by a Board of Directors. All profits from Norwich

Cathedral Enterprises Limited are gifted to the Cathedral to further its mission, worship and outreach. The Refectory is successfully operated by BreadSource.

How to Apply for this Vacancy

Please complete the application form supplied. You can include not only experience gained in paid employment or self-employment, but also relevant experience and skills gained in voluntary work, domestic/family duties etc. Although we cannot consider a CV as an application, supporting materials can be accepted.

Applications should be addressed to Susan Bulpitt, Executive Assistant, Norwich Cathedral, 65 The Close, Norwich, NR1 4DH or by email to recruitment@cathedral.org.uk

The closing date for applications is: noon on Monday 2 December 2024.

Interviews

Interviews will take place on Monday 9 December 2024. They will consist of an introduction to the Cathedral and the post of Accounts Administrator, a brief tour of The Cathedral and a competency based interview.

Candidates who are selected for interview will be notified by e-mail and/or telephone.

JOB DESCRIPTION

Job Title: Accounts Administrator

Reporting to: The Dean and Chapter

Line Manager: Finance Manager

Job Summary: This role exists to support the work of the Finance Department by entering data onto the systems accurately and on a timely basis. This enables deadlines to be met for quarterly VAT returns and management accounts production.

Additional parts of the role involve entering daily bank transactions, making payments, and controlling and monitoring purchase orders.

Duties:

1. To process internal and outgoing post, including maintaining the budget holder invoice database
2. To process invoices onto accounts system, purchase ledger (Dean & Chapter and NCEL)
3. To process some sales ledger invoices (School, Estates and Refectory invoices)
4. To process day to day banking for all entities
5. To raise manual cheques for signature
6. To undertake the weekly cash count
7. To collate information for monthly Gift Aid claims
8. To draft simple letters
9. To assist with dealing with utility queries
10. To assist processing purchase orders for cash commitments over an agreed limit.
11. To undertake general administration duties including filing and photocopying and support of other team members as required
12. To provide support/cover in the absence of Finance colleagues

Safety and Safeguarding

1. To support Health and Safety standards as set out in Dean and Chapter policy, including the maintenance of a safe office environment.
2. To be pro-actively vigilant and aware of concerning or suspicious people or activity; and take appropriate action (in line with Dean and Chapter policy).
3. To be able to deal with difficult people and demanding situations, and help other members of the Cathedral Team with this.
4. To continue to promote and implement good safeguarding practice and culture throughout the Cathedral Team.
5. The Safeguarding Pocket Guide should be carried whenever on shift.

General:

1. To support the Dean and Chapter in its mission and ministry of Norwich Cathedral at all times
2. To comply with the Dean and Chapter's Safeguarding Policy and Procedures
3. To work closely with the Finance Manager to support the smooth running of the Finance Office

4. To participate in training courses as directed
5. To adhere to HR policy contained in the Staff Handbook
6. To take part in the Bi-Annual Appraisal/Review System
7. To undertake any other reasonable tasks, relevant to the post

PERSON SPECIFICATION

Education

- Good level of education; equivalent of 5 GCSE passes, grade C or above, including Maths and English

Skills and Aptitudes:

- Good attention to detail (Essential)
- Strong levels of ICT competency (Essential); with experience of SAGE Line 50 (Desirable)
- Cash Handling Experience (Essential)
- Ability to work within approved systems and procedures with appropriate internal controls (Essential)
- Demonstrable strong interpersonal skills and the ability to effectively communicate at all levels within organisations (Essential)
- Ability to work as part of a team and on own initiative (Essential)

Knowledge and Experience:

- Ability to plan and manage workload effectively (Essential)
- Demonstrable experience of working within an administrative environment, preferably in an Accounts/Finance Office (Desirable)

Personal Attributes:

- Confidence in working with colleagues at all levels (Desirable)
- Ability to work flexibly, to manage varying competing priorities and to meet strict deadlines (Essential)
- Self-motivated, friendly and approachable (Essential)
- A commitment to Norwich Cathedral's values and a working style that reflects these (Desirable)
- An empathy with the Cathedral's Christian ethos and mission (Desirable)

Circumstances:

- Flexible approach to work to support the needs of the Cathedral (Essential)

TERMS AND CONDITIONS

Post: Accounts Administrator (part-time)

Contract: Permanent

Employees are not permitted to have membership of any Cathedral related committees. This includes committees such as the Friends Council and the Norwich Cathedral Trust, and any other similarly connected committee.

Employees must take care to ensure that any volunteer position is not linked to their employed contract role, nor is this to be within the same department*. This is in order to avoid a potential conflict with any employed position. Any such existing positions or memberships must be relinquished on acceptance of an offer of employment.

*For this purpose, please see the organisational chart. The same department means managed by the same Residentiary Canon i.e. Music and Liturgy, Education and Library, and Hospitality.

Rate of pay: £16,700 (for 25 hours per week).

Holidays: 23 working days' paid holiday per year, together with all recognised Bank and Public holiday entitlement (pro rata for part-time employees).

Hours: 25 hours per week. These hours are to be worked between 9.00 a.m. and 5.00 p.m., Monday to Friday. The exact working pattern will be discussed with the successful candidate.

Probation: The post is subject to a probationary period of three months. Unless extended, the position will become permanent and thereafter subject to one month's notice of termination of employment on either side.

Place of work: The usual place of work is The Chapter Office, 65 The Close, Norwich.

Pension: Norwich Cathedral offers a pension scheme consistent with pension auto-enrolment.

Death in Service: Employees become members of the Staff Death in Service Benefits Scheme, on commencement of employment, which entitles nominee(s) to receive a lump sum of twice the employee's annual salary at the date of death.

Smoking: The Cathedral operates a no smoking policy

Medical: Successful candidates will be asked to complete a Medical Questionnaire.

Equal, Diversity & Inclusion The Cathedral values and actively strives to have a diverse and inclusive workforce in a working environment free from discrimination.

DBS: Norwich Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and all applicants must be willing to undergo screening appropriate to the post, including checks with past employers and an Enhanced check with the Disclosure and Barring Service. The successful candidate will also be expected to complete local and online Church of England safeguarding training; and keep such training professionally up to date.

Right to Work in the UK: You will be required to provide evidence of your right to work in the UK.