

Job Description

JOB TITLE:	Finance Manager
ACCOUNTABLE TO:	Group Financial Controller
DIRECT REPORTS:	Assistant accountants, Purchase ledger accountant
KEY RELATIONSHIPS:	The Dean and Chapter, Receiver General, all other senior staff/department heads of Westminster Abbey; Westminster Abbey Enterprises Ltd, Westminster Abbey Foundation, and the Choir School Bursar; externally with the Auditor, bankers, government and regulatory bodies.
BACKGROUND:	<p>The Finance Department assists the Receiver General by holding overall responsibility for all financial matters within Westminster Abbey, its subsidiary Westminster Abbey Enterprises Ltd, and numerous connected and affiliated entities and trusts, including the Choir School and the Westminster Abbey Trust, the Abbey's fundraising arm. The Finance Department manages the audit and other key external relationships (e.g. bankers, regulators) and is responsible for numerous external returns and reporting requirements (e.g. HMRC, Charity Commission).</p> <p>The department currently comprises five staff under the Group Financial Controller: Finance Manager, the Payroll Accountant, the Assistant Accountants and Purchase Ledger Accountant</p>

MAIN DUTIES AND RESPONSIBILITIES:

Financial accounting:

- Manage and take responsibility for all accounting processes related to systems within the organisation (including the SUN accounting system, the iTrent payroll system, Microsoft Dynamics CRM) and the manual processes that drive those systems.
- Monitor, control and report as appropriate on all expenditure - this includes ensuring that all expenditure has appropriate authorisation.
- Manage the financial assets of the organisation, including the treasury and other cash balances.
- The role is the point of contact for all banking issues

Establish necessary financial records and build appropriate financial databases

- Hold responsibility for establishing the accounting and coding structures, together with the procedures to ensure that the financial data of all departments conform to that structure.

Management and financial reporting:

- Preparation of management accounts and other management information at appropriate intervals to inform the management of the organisation.
- Support the Group Financial Controller in the preparation of the annual financial statements.
- Assist in the production of budgets, forecasts and other strategic planning from the financial databases and records.
- Review and sign off BACS runs and payroll.
- Review and sign off monthly balance sheet reconciliations.
- Prepare quarterly accounts for the Investment Pool and General reserve. Liaise with Brewin Dolphin.
- Prepare VAT returns for Westminster Abbey and Westminster Abbey Enterprises Limited.
- Prepare statutory and tax returns across the organisation.
- Manage the audit process of the annual financial accounts, the returns/submissions to the Charity Commission and reports to regulators and other external bodies.

Leadership and conduct

- Provide line management and support for staff.
- Ensure that absence, capability and conduct issues are managed effectively.
- Ensure that there is an effective training plan in place and appraisals are carried out annually.
- Assist the Group Financial Controller in recruiting staff and ensure they have an effective induction.

Other

- Assist in establishing and documenting organisation-wide procedures to control and manage the financial processes.
- Act as Secretary to the Investment Panel meetings, arranging meeting dates, taking minutes.
- Carry out any additional project work delegated by the Group Financial Controller.

Person Specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Education/Training/Qualifications:

- Educated to degree level, or equivalent.
- Appropriate accounting qualification (CCAB or equivalent).
- Proficient user of Microsoft Office, with advanced skills in Microsoft Word and Excel.
- It would be desirable to have knowledge of the SUN accounting software, its reporting packages in Q&A and iTrent, the payroll package.

Skills/Aptitudes/Knowledge:

- Good knowledge of reviewing and maintaining a financial control environment appropriate to the organisation.
- Capable of exercising wide discretion in managing and directing his/her personal workload, as well as those tasks delegated by the Group Financial Controller, and capable of prioritising, working unsupervised and acting on initiative when required.
- Ability to work effectively as leader of a small team, and collaboratively with other departments.
- Influencing skills to achieve results in sensitive situations and to develop excellent working relationships throughout the Abbey operation.
- Excellent written and verbal communication skills.
- Pro-active and pragmatic approach to problem solving.

Experience:

- Experience in working within the different functions provided by the Finance department - e.g. payroll, cash management and payment authorisation and processing, budgeting and forecasting.
- Ability to absorb quickly an in-depth knowledge of Abbey operations, departments, life and customs.
- Ability to learn and adapt quickly to new experiences.

Personal Attributes:

- A commitment to support the mission and values of Westminster Abbey
- Ability to maintain complete confidentiality at all times.

Circumstances:

- Flexible approach and willingness to work additional hours as circumstances demand.

This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

June 2018

We regret that due to the large number of applications we receive we are only able to contact or provide feedback if you have been shortlisted for interview. We appreciate your interest in our work at the Westminster Abbey.

Working for Us

Salary

The salary is £47,000 per annum and is paid on the last Friday of each month. Salary is reviewed annually in October.

Working Hours

These are 40 hours per week.

Annual Holidays

The holiday entitlement is 31 days per annum including recognised public holidays, rising to 33 days per annum in the fifth year of service.

Training

Any training needs will be assessed through the probation period and in annual appraisals and an agreed personal development plan will be implemented.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo kiosks, which serve drinks and snacks.

Childcare Vouchers

Parents of children up to the age of 15 can use part of their salary to buy childcare vouchers.

Season Ticket Loan

A season ticket loan is offered after completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Equality Statement and How to Apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

How to Apply

Please complete our application form as CVs will not be accepted.

Read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please send your completed application to:

The Human Resources Department
The Chapter Office
20 Dean's Yard
London
SW1P 3PA

or email it to us: applications@westminster-abbey.org

Applications should arrive no later than Friday 22nd June at noon.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, a medical and a Disclosure and Barring Service (DBS) check at enhanced level