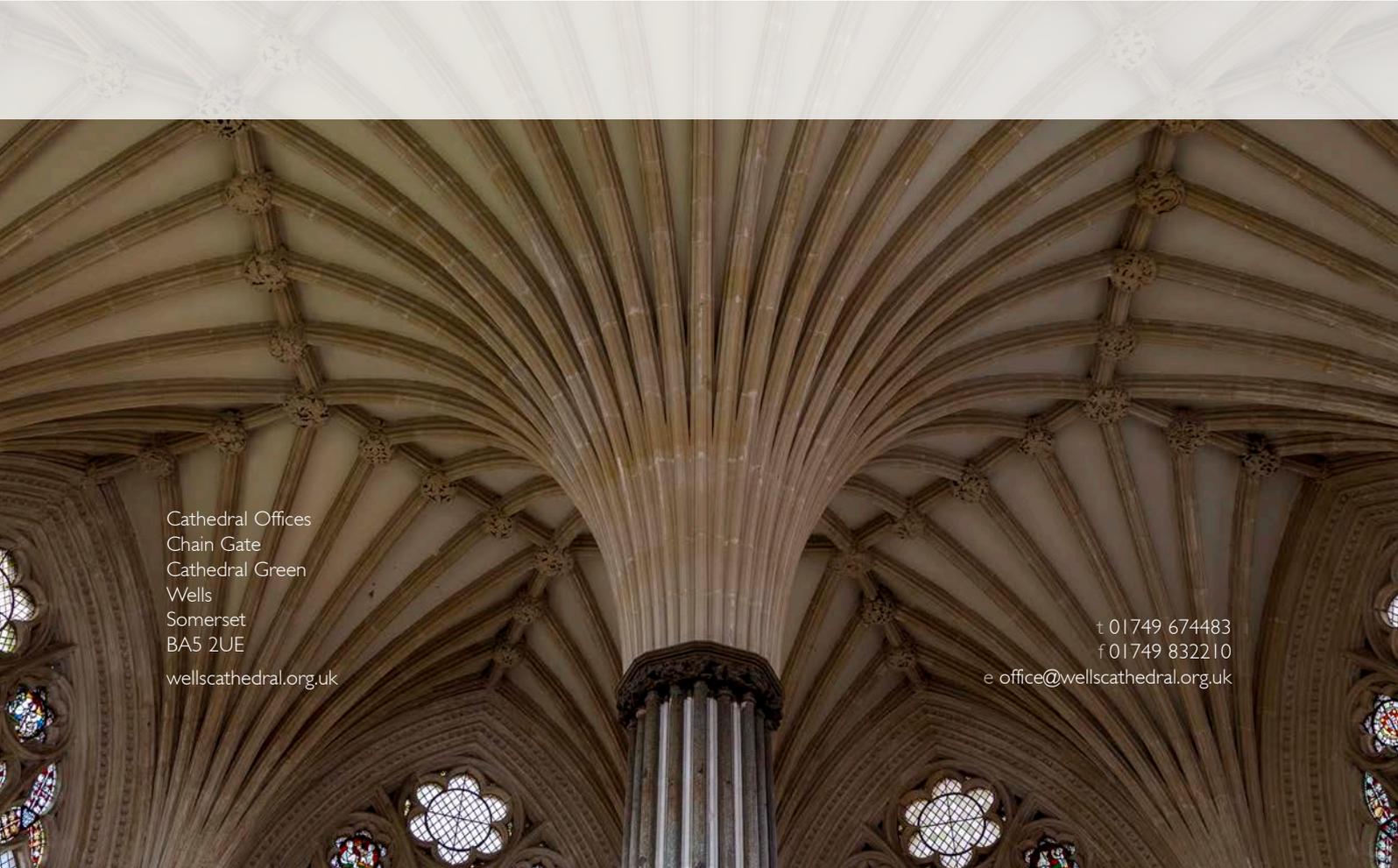




## Information Pack

# Finance Assistant

April 2022

A photograph of the interior of Wells Cathedral, showing the intricate Gothic architecture of the ceiling and a central column.

Cathedral Offices  
Chain Gate  
Cathedral Green  
Wells  
Somerset  
BA5 2UE  
[wells cathedral.org.uk](http://wells cathedral.org.uk)

t 01749 674483  
f 01749 832210  
e [office@wells cathedral.org.uk](mailto:office@wells cathedral.org.uk)

---

# Contents

3 ..... Who We Are  
4 ..... Organisation Chart  
5 ..... Job Description  
6 ..... Main Duties and Responsibilities  
7 ..... Person Specification  
8 ..... Main Terms and Conditions  
9 ..... Applications  
10 ..... Safeguarding

---

# Who We Are

## About the Cathedral

Set in the medieval heart of England's smallest city, Wells is the earliest English Cathedral built in the Gothic style. The Cathedral has an international reputation and is the recipient of several Tourism Excellence Awards. Known as England's most poetic Cathedral, Wells has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world class music, and its Ministry of Welcome to some 290,000 visitors each year as well as the 150,000 or so people, drawn from local, national, and international audiences, who come to the Cathedral for services, concerts, lectures, and a wide range of other special events and activities.

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and high street, the Bishop's Palace, and the magnificent Vicars' Close, the UK's oldest medieval street still used for its original purpose.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation where a lot is achieved with modest resources. It oversees and delivers a broad and diverse tapestry of activities which includes a world class choir, a works and estates department, a team of virgers, a library and archives, a programme of education, learning and outreach, finance, HR and administration functions, volunteer management, and trading companies. Funds to support the Cathedral as a place of worship and mission (involving maintaining our buildings, supporting those in

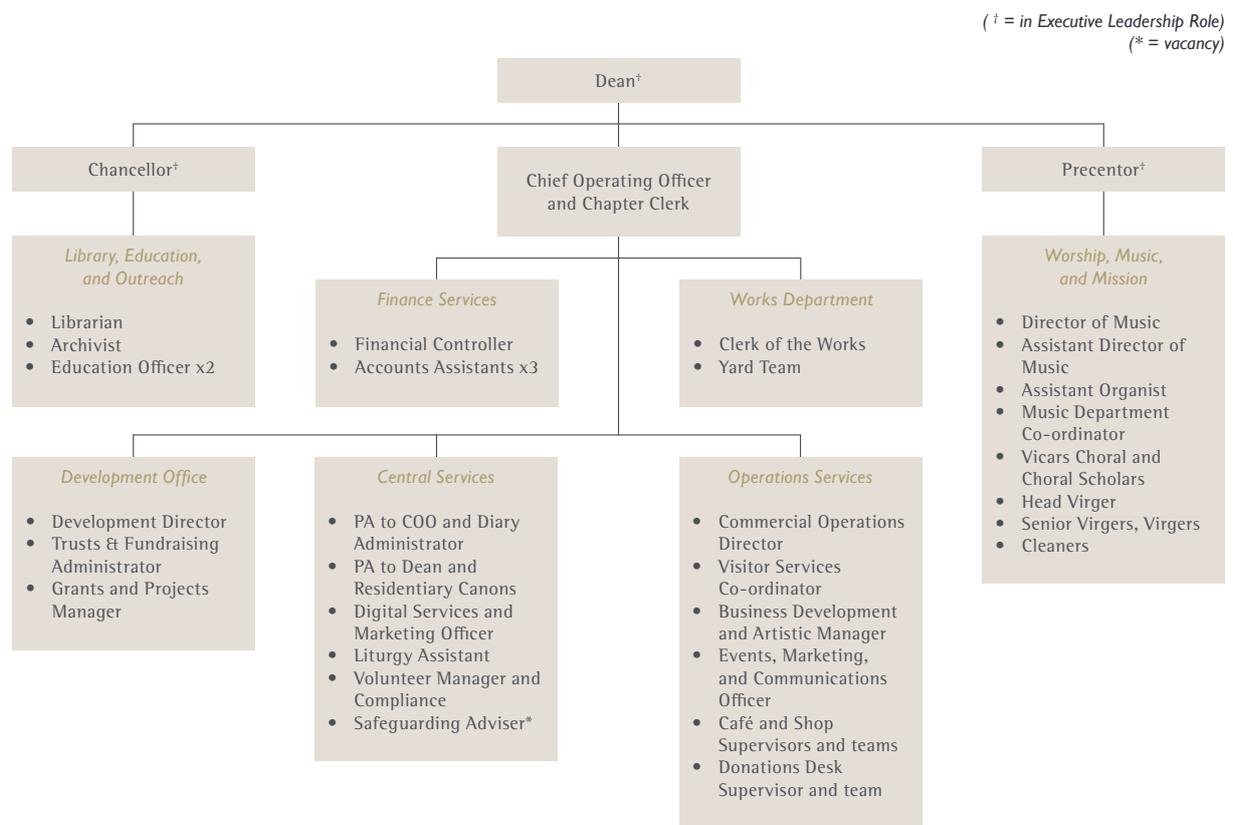
liturgical roles, clergy, musicians, and lay staff, and enabling the Cathedral buildings to be open to all every day of the year) come from a variety of sources. These include congregational giving, legacies, income from visitors, sums generated by trading activities, income from investments and property, donations from fundraising appeals by individuals, trusts and foundations, as well as through the generous support of the Friends of Wells Cathedral, the Wells Cathedral Trust, the Wells Cathedral Preservation Trust, and the Wells Cathedral Chorister Trust.

## How we are governed

The Chapter is the governing body of the Cathedral and, with The College of Canons and the Cathedral Council, currently forms the "body corporate" of the Cathedral. The Chapter sets the strategic direction for the Cathedral, and orders its worship and mission. It also has responsibility for care and maintenance for the Cathedral and its estate. Chapter meets formally 11 times a year.

# Organisation Chart

The Cathedral employs a staff team (a mix of full-time and part-time personnel) of approximately 75 people. The current operational structure of the organisation, governed by the Chapter, is shown below:



---

# Job Description

**Post**

Finance Assistant

**Reporting to**

Financial Controller

**Key Purpose Of Post**

To assist the Financial Controller in posting and reporting financial information pertaining to the Cathedral in a timely and accurate fashion.

**Location**

Wells Cathedral, Wells, BA5 2UE



---

# Main Duties and Responsibilities

## General

- Answer telephone calls without delay
- Ensure all requests for information are responded to in a timely and professional manner

## Cash Counting

- Lead twice weekly collecting, recording, counting, and banking of cash from the Cathedral in accordance with specified cash collection routines, assisted by a volunteer
- Provide change for Café/Shop/Desk as required

## Income

- Process all receipts and banking to the accounting system
- Analyse and process daily takings from visitor desk EPOS system with reconciliation against amounts received to the bank
- Complete monthly bank reconciliations
- Complete monthly control account reconciliations
- Raise sales invoices and manage sales ledgers
- Prepare and submit GiftAid claims to HMRC
- Prepare weekly income disbursements
- Maintain records for GiftAid donors, Planned Givers, Music Commissioners, and other ad-hoc Cathedral appeals
- Liaise with Development Office to streamline processes

## Payroll

- Collate payroll information from each department ensuring correct authorisation
- Calculate and process monthly payroll
- Prepare net pay BACs payments for authorisation
- Prepare and distribute payslips
- Issue P45s when required on employee leaving
- Prepare and reconcile end of year returns to HMRC
- File HMRC returns online
- Prepare and distribute P60s
- Collate employee sickness records
- Maintain employee records
- Reconcile payroll costs and control accounts in the accounting system

---

# Person Specification

## Qualifications, Knowledge, and Experience

### *Essential*

- Minimum of 5 GCSE's (or equivalent) grade C & above including English & Maths
- Proven experience of working in a similar role

### *Desirable*

- Knowledge of the structures within the Church of England
- AAT or other accounting qualification

## Skills and Abilities

### *Essential*

- Strong relationship management skills
- Financial acumen
- Strong numeracy skills
- Attention to detail with high levels of accuracy
- Excellent written and verbal communication skills, and be able to communicate with financial and non-financial stakeholders
- Good computer skills, including Word and Excel

### *Desirable*

- Knowledge of Pegasus Opera accounting and payroll software
- Knowledge of Xero accounting software
- Knowledge of BrightPay payroll software
- Good understanding PAYE, NIC and Auto-enrolment pension regulations

## Work-related personal qualities

### *Essential*

- Energy, enthusiasm - a can do attitude
- Problem solving ability
- A supportive colleague with a positive outlook
- Ability to take responsibility in a collaborative manner; working across boundaries where necessary
- Self-motivated to see tasks through to successful completion
- Able to work both quickly and accurately
- Calm under pressure
- Highly motivated, collaborative and results-driven and be actively looking to recommend improvements to processes and procedures

### *Desirable*

- Able to work in sympathy with the aims and ethos of the Church of England.

---

# Main Terms and Conditions

<b>Employment Status</b>	Permanent												
<b>Hours of Work</b>	28 hours per week (must include Monday and Thursday mornings)												
<b>Remuneration</b>	£17,200 (£21,500 FTE) per annum subject to annual review, payable on 24 <sup>th</sup> of the month, or the earliest and nearest working day thereto												
<b>Discount</b>	A discount of 10% is available from the Cathedral Shop and Café												
<b>Pension</b>	Defined Contribution Scheme. Contributions as % of salary: <table><thead><tr><th><i>Age</i></th><th><i>Employee</i></th><th><i>Employer</i></th></tr></thead><tbody><tr><td>&lt;50</td><td>3%</td><td>5%</td></tr><tr><td>50-55</td><td>4%</td><td>8%</td></tr><tr><td>&gt;55</td><td>5%</td><td>10%</td></tr></tbody></table>	<i>Age</i>	<i>Employee</i>	<i>Employer</i>	<50	3%	5%	50-55	4%	8%	>55	5%	10%
<i>Age</i>	<i>Employee</i>	<i>Employer</i>											
<50	3%	5%											
50-55	4%	8%											
>55	5%	10%											
<b>Holiday</b>	Five working weeks plus bank holidays The holiday year runs from 1 January to 31 December												
<b>Location</b>	Wells Cathedral, Wells, BA5 2UE												
<b>Parking</b>	Parking spaces are available in the Cathedral car park												
<b>Expenses</b>	All reasonable working expenses met in line with Cathedral policy												
<b>Probation</b>	This post will be subject to a probationary period of 6 months												

---

# Applications

## How to Apply

Applicants should provide a CV, covering letter, application form, and equal opportunities monitoring form to the Human Resources Administrator by email: [recruitment@wellscathedral.org.uk](mailto:recruitment@wellscathedral.org.uk)

Applications must be received by **5.00pm** on **Thursday 21 April 2022**.

## Shortlisting

Shortlisting will take place on **Friday 22 April 2022**.

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided in your CV and covering letter will be viewed by HR, the recruiting manager, and interview panel. All applicants will be notified of the outcome of the shortlisting process.

## Selection process

Interviews will take place **w/c Monday 25 April 2022**.

Further details about interviews will be communicated to shortlisted candidates nearer the time, recognising the impact of Covid-19 restrictions.

## Further information

We hope you find this pack provides all the information you need in order to consider your application for this post. If you have any questions or would like an informal conversation about the post, please contact the Financial Controller, Nicky McClean at [nicky.mcclean@wellscathedral.org.uk](mailto:nicky.mcclean@wellscathedral.org.uk)

---

# Safeguarding

Wells Cathedral is committed to the safeguarding and protection of children, young people, and adults. We will carefully select, train, and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent, and transparent;
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our Churches, positions of respect, responsibility, or authority where they are trusted by others; and
- Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website: **[wellscathedral.org.uk](http://wellscathedral.org.uk)**

All applicants are required to complete a Confidential Declaration Form as part of our recruitment process. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation within the Data Protection Act 2018.



Images: Nick Jams LRPS, David Bevan