

BRISTOL CATHEDRAL

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Finance Administrator
Reporting to	Finance Manager
Reportees	n/a
Full Time/Part Time (hours)	Part Time (22.5 hours per week – to include Mondays)
Location	The main place of work will be the Gatehouse Offices at Bristol Cathedral, with some flexibility for remote working.
Salary	£14,742.00 (FTE £24,570.00)

Overall purpose of post
To maintain accurate accounting records for Bristol Cathedral, Bristol Cathedral Enterprises Ltd (BCE) and undertake weekly cash accounting operations.

Context in which Cathedral jobs are carried out
<p>Bristol is the largest city in the South West and the Cathedral is set on College Green, at the centre of this modern, vibrant and diverse city. The city has much to celebrate and enjoy – with a vigorous business and cultural life and a strong festival tradition. Originally a trading and merchant port it has become a centre for financial and business services, creative industries, distribution and retail. The population is increasingly young and there is a strong BME population. The Cathedral has been a Christian presence in the city for nearly 900 years and is part of the wider Diocese of Bristol which extends from Swindon through South Gloucestershire and North Wiltshire. We want to reach out to the city and make people welcome.</p> <p>We are open every day of the year, host at least 3 services of worship, alongside a wide and varied programme of events and activities, and welcome over 350,000 visitors each year. See www.bristol-cathedral.co.uk for more information.</p>

Responsibilities and accountabilities	Nature and scope of role
Cash Counting	On Mondays, or the next working day following a bank holiday, undertake the weekly cash count in conjunction with a volunteer. Count and reconcile the daily cash and card takings from the shop, donation boxes and collections. Coordinate the transfer of cash to bank.
Cathedral and BCE invoicing	Issue monthly sales invoices. Monitor, report and chase outstanding debtors.

Supplier invoices and payments	Receive purchase invoices; pass to budget holders for authorisation; enter invoices onto SAGE (Accounts Software); and raise payment schedule by BACS.
Bank reconciliations	Complete weekly bank reconciliations
Gift Aid	Prepare periodic Gift Aid claims and submit them to HMRC. Updating information into our database ChurchSuite.
Audit	Assist the Finance Manager with audit preparation work as required.
Filing and records	Maintain the Finance department filing and records.
Provide administrative support to the Finance Manager	<ul style="list-style-type: none"> • To effectively handle and prioritise queries, emails and other correspondence. • General administrative duties.

Generic responsibilities of all staff	
<p>As the Cathedral runs with a small team all staff are expected to act flexibly and cover for each other occasionally when required. Duties could include:</p> <ul style="list-style-type: none"> • Welcoming and helping any visitors and volunteers who need assistance, providing a high level of care and attention. • Dealing promptly and courteously with any in-coming queries and telephone calls. • Assisting with events, services and meeting organisation. 	
<p>All staff are required to follow the policies and procedures set out in the staff handbook. All staff are expected to pay particular attention to the requirements of the child and adult safeguarding policies and health and safety. All staff are expected to treat each other with respect and dignity in the workplace.</p> <p>This role will be subject to the following pre-employment checks: DBS (Basic), Right to Work in the UK and references. We also require the successful candidate to complete our Basic and Foundation Safeguarding training.</p>	
To undertake as requested other duties as may reasonably be expected.	

Person specification		
Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good understanding of basic accounting principles 	Working towards AAT qualifications
Experience	<ul style="list-style-type: none"> • Experience of working in a relevant, busy, finance department 	Experience of working for a charitable organisation.
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Strong IT skills and the ability to grasp new systems with ease. • Confident with Microsoft Office suite • Confident with accounting software • Ability to juggle tasks and deadlines • Good attention to detail • Ability to work independently and use initiative. • 	Familiarity with Sage 50 Accounts software
Behaviours	<ul style="list-style-type: none"> • Work proactively, and solve problems when they arise, knowing when to escalate. • Work in a collaborative and open way with colleagues. • Willingness to work flexibly and cope well in a changing environment. 	
General	<ul style="list-style-type: none"> • To be in sympathy with the Cathedral's Christian mission and the values of the Church. • To act with integrity and honesty. 	

General notes
<p>This is a description of the job as it is currently defined. It is the practice of Bristol Cathedral to periodically review job descriptions as the priorities and requirements of the Cathedral change over time. The review would be conducted by the line manager, in consultation with the post holder. Bristol Cathedral reserves the right to make changes to the job description, in line with the procedures set out in the staff handbook.</p>

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