



EGLWYS GADEIRIOL TYDDEWI

ST DAVIDS CATHEDRAL

Croesawu ymwelwyr fel pererinion – Welcoming visitors as pilgrims



St Davids Cathedral – Finance Assistant

Overview

St Davids Cathedral is one of Wales' most significant religious, architectural, historic, and cultural sites, and before the pandemic attracted close to 300,000 visitors annually. Today's Cathedral stands on the site first occupied by St David's community, probably from the end of the 6th century. Surviving numerous raids from Vikings and others through subsequent centuries, in 1081 it was visited by William the Conqueror, who recognised its spiritual significance. Bernard, appointed Bishop in 1115, further put St Davids on the map and, in response to his lobbying, Pope Callixtus II around 1120 acknowledged David within the Calendar of Saints, and in 1123 decreed that two pilgrimages to St Davids equalled one to Rome. Commemorating the 900th anniversary of this latter event will be a major theme in the Cathedral's life through 2023, at a time when pilgrimage is increasingly fuelling popular imagination.

Ensuring our many visitors experience St Davids as not merely a tourist venue, but as a place of living faith and worship, is at the heart of our vision for 'Welcoming visitors as pilgrims'. Today, many come to visit the Shrine of St David which was so beautifully restored and rededicated in 2012. An education and pilgrimage centre, Tŷ'r Pererin (Pilgrims' House), was opened in 2013, and through it we deliver a developing programme of events, retreats and other outreach activities to schools, and to church and other Christian groups of all ages, from near and far. We also have Wales' only still-working historic Cathedral library.

The Cathedral is managed by a registered charity, The Dean & Chapter of St Davids Cathedral. A trading arm, St Davids Cathedral Bookshop, is responsible for our current two shops to which we will add a third in 2022. There are plans to resume and expand our range of tours as visitors return and coronavirus restrictions are eased. There is an annual Music Festival, which we also plan to enlarge.

Role and Person Specification

The new role of Finance Assistant has been created in response to a review of the workload of our existing Finance Manager, who leaves us in December after being headhunted. The Finance Manager has brought our financial administration up to date, selecting and implementing modern software and online banking arrangements.

However, there is an increasing workload with the Parish and Festival accounts being added to the remit of the Manager and an expansion in the work of the trading arm with the opening of the new gift shop/tea room and other plans.

We have therefore decided to create two part-time posts: a Finance Manager and a Finance Assistant, to handle the additional work and improve our resilience and efficiency in managing our financial administration.

Working closely with the Finance Manager, the Finance Assistant will primarily be concerned with processing invoices, making payments and entering/providing data. Together these essential tasks ensure that the day-to-day work of the Cathedral continues.

A full job description of the role is given in the attached Appendix.

Candidates will need to demonstrate:

- an ability to process and enter data accurately and meticulously
- experience in handling on-line payments, counting and banking cash and cheques
- good working knowledge and an enthusiasm for using IT; ideally, knowledge of financial software packages
- ideally, a minimum of at least one year's experience in a finance role
- being a team worker, taking direction and working closely with people across a range of departments
- an empathy with the core purpose of the Cathedral as a Christian place of worship.

Ideally, we are looking for candidates who will be able to join us in the very near future.

Terms of Employment

This is a permanent, part-time role for three days per week. Hours are generally 9am to 5pm.

Pro-rata'ed annual salary will be between £11,575 and £12,465 per annum (full time equivalent £19,292 to £20,775) dependent upon relevant experience.

Annual holiday leave entitlement: 17 days plus all Bank and Public Holidays. Note that we will ask the Finance Manager and Finance Assistant to arrange their holidays so that both are not away at the same time to ensure efficient management of the finance functions.

Non-contributory pension at 7.5% of total salary, plus 0.5% contributory.

Applications

Applications should be made on the application form and sent, together with your CV, by email to judith@stdavidscathedral.org.uk.

The closing date for applications is midnight on Friday 26th November 2021, with interviews taking place in early December.

All candidates will be notified of the result of their application by the 20th of December.

Appendix – Finance Assistant Job Description

Accountability

The Finance Assistant reports to the Finance Manager.

Overview of Role

To work closely with the Finance Manager in processing invoices, payments and all other functions which ensure the ongoing financial infrastructure of the Cathedral.

Main duties and responsibilities include but are not limited to:

- Verifying and recording invoices prior to payment
- Invoicing for provision of services where the Cathedral is being used by external organisation for concerts and tours etc
- Recording and processing of invoices issued and monies received for bookings at Ty'r Pererin (Education and Pilgrimage Centre)
- Recording, processing and monitoring of income from Porth Y Twr, Cathedral Library and rental income etc
- Recording and processing of income, expenses and payments associated with the annual Cathedral Music Festival, in liaison with the Festival Producer
- Preparation of budget and annual accounts of the Music Festival
- Recording and monitoring of visitor numbers and donations
- Recording and processing of income, expenses and payments associated with the Cathedral shops
- Weekly preparation for banking for general Cathedral income and the takings from the Cathedral shops
- Data entry of Gift Aid donors
- Banking of weekly Gift Aid donations
- Recording in Excel and paying clergy and staff expenses
- Filing and data entry tasks
- Supporting the Finance Manager in any other ways as required e.g. payroll processing and other essential tasks when the Manager is on leave
- Any other duties as required.