



EGLWYS GADEIRIOL TYDDEWI

ST DAVIDS CATHEDRAL

Croesawu ymwelwyr fel pererinion – Welcoming visitors as pilgrims



St Davids Cathedral – Finance Manager

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 post of Finance Manager is a critical member of the Administration team, which is headed by the Chief Operating Officer (COO). The Finance Manager advises the Dean and COO on financial matters, including budget setting and management, plus takes responsibility for the administration of the financial infrastructure of the Cathedral. This entails managing charity, trading arm, Parish and Festival accounts; the payroll; and working with the auditors. It is a busy and hands-on role, needing a well-organised person with a genuine interest in the contribution of the post to the life of the Cathedral as a whole.

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

Our current Finance Manager leaves us in early December after being headhunted. The current post holder 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 recent addition of the Parish and Festival accounts to the remit of the Manager together with an expansion in the work of the trading arm due to 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.

Candidates will need to demonstrate:

- a minimum of five years' experience in a finance role
- an ability to draw up budgets, present and explain these to people at a variety of knowledge levels; manage and update budgets throughout the financial year
- previous experience in working with auditors
- being well-organised, meticulous and accurate
- practical use of financial software packages (essential); knowledge of Liberty software (desirable)
- a good working knowledge of legislation and best practice in managing charity finances
- experience in handling organisational on-line banking
- good written English skills for report writing and minute taking
- 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 is £15,956 to £17,613 (full time equivalent £26,594 to £29,355) 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 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 Manager Job Description

Accountability

The Finance Manager reports to the Chief Operating Officer for the majority of this role. They will also work with the Treasurer of the Music Festival and the Churchwarden/Treasurer for the Parish.

Overview of Role

To manage and deliver all aspects of the financial infrastructure which the Cathedral requires for efficient administration, in keeping with relevant legislation and best practice.

Main duties and responsibilities include but are not limited to:

- Preparation of budgets and associated information for presentation to the quarterly meetings of the Chapter and its Finance Committee
- Monitoring of actual performance against budgets; and investigation into significant variances
- Presentation of information for the Chapter and its Finance Committee, including graphs and performance trends relating to income, expenses and payments for the Cathedral shops
- Acting as Secretary to the Chapter's Finance Committee
- Assembling and preparing of information for monthly salaries and payments to a wide range of staff within the Cathedral; running the payroll; and taking responsibility for the pension scheme
- Preparation of information for submission of quarterly VAT returns
- Bank reconciliation of all bank accounts and monthly invoice payments run of suppliers for all entities
- Preparing records as required to comply with Charity financial requirements. Ensuring that transactions are allocated to the correct fund, and that the balance on each fund can be ascertained during the year
- Liaison with the Auditors; provision of information required by them for Auditors to prepare the annual charity and trading arm accounts; supporting the COO to make the Annual Return to the Charity Commission
- Collation of Gift Aid donations
- Liaison with the Diocesan Board of Finance
- Dealing with Cathedral investments and legacies, in conjunction with the COO
- Preparation of annual Parish Accounts and liaison with the Churchwarden
- Oversee and monitor the work of the Finance Assistant
- Oversee the financial data input by the Assistant to our accounting software for preparation of management accounts information to senior management Chapter, and committees
- Any other duties as required.