

CARLISLE CATHEDRAL



January 2022

Head of Finance

The Role

The Chapter (governing body) of Carlisle Cathedral is looking to recruit a Head of Finance

The Head of Finance is a non-clergy employee and reports directly to the Chief Operating Officer (COO). The COO is the most senior non clergy member of the Cathedral and has overall responsibility for

The role manages the finances for three separate organisations, *Chapter of Carlisle Cathedral*, *Carlisle Cathedral Enterprises Ltd* and *Carlisle Cathedral Development Trust*. Chapter and Enterprises employ circa 30 staff between them and also manage a large number of volunteers (the Trust do not employ any staff).

The Head of Finance is part of the Senior Management Team and is responsible for the oversight of the smooth operation of the Cathedral's diverse finances including grants, investments and charitable income streams. This includes the sound operation of all of its financial systems, and the preparation of forecasts, budgets and monthly and annual accounts. Across all three organisations we manage between 15/20 individual categories of income streams, however grants and investment have multiples streams within them. The trading arm of the Cathedral (*Carlisle Cathedral Enterprises Ltd*) comprises of the Cathedral shop, Café and Events business.

The Accounts Assistant reports to the Head of Finance.

Key Responsibilities

Strategic

- To keep abreast of, or to anticipate, changes required to ensure compliance with civil, charity and ecclesiastical legislation, and current best practice, and to brief the COO about the same.
- To keep the Cathedral's financial operations under review, making any necessary improvements to existing systems to maximise financial efficiency, performance and the communication of financial information, designing any new systems required.
- To prepare strategic and forecast financial information required to inform Chapter, the Finance Sub-Committee and the annual Business Development Plan.

Operational:

- Prepare monthly/quarterly management accounts and forecasts for the Chapter, Carlisle Cathedral Enterprise Ltd (CCEL) and Carlisle Cathedral Development Trust (CCDT).
- Prepare the Chapter, CCEL and CCDT annual accounts, in liaison with the Treasurer.
- Compile and monitor the Chapter, CCEL and CCDT budgets in liaison with the COO and the Treasurer.
- Manage the annual audit and liaise with the auditors.
- Management of Charitable funds and reconciliations.
- Regularly monitoring of income and financial gifts.
- Deliver monthly cashflow forecasts and management of bank accounts.
- Maintain fixed asset register.
- Ensure gift aid claims are submitted in timely manner and ensure use of Listed Places of Worship grant scheme.
- Check, authorise and ensure payment of accounts.
- Ensure VAT compliance and oversee all V.A.T. returns.
- Implement the Chapter's policy for cash handling, ensuring that monies are accurately counted, recorded and banked in a timely and secure manner, liaising with other staff as necessary.

- Assist the COO and Chapter Treasurer by preparing financial reports necessary for their compilation of the financial statements the Chapter requires for its meetings.
- Any other financial operations which the Chapter may from time to time require.
- Line manage the Accounts Assistant.
- Oversee the weekly and monthly payroll.
- Oversee the Cathedral's Church Workers' Pension Scheme, ensuring automatic enrolment, adjustments and final provisions.
- Be aware of the sensitivities and issues of working with volunteers in a diverse workforce.
- At all times, implement the Chapter's safeguarding and health and safety policies and all such other policies.

Chapter projects and new ventures

- Manage payments received from grant funding agencies and prepare reports as required.
- Prepare any financial statements and/or quarterly returns required by funding bodies/partners.
- Monitor and facilitate contractor payments.
- Prepare any budgets or financial projections required in relation to the start-up or operation of new Cathedral ventures.
- Plan for and prepare financial operating systems for new Cathedral revenue streams.

Property and Investments

- Keep accurate and careful records in relation to Cathedral trusts and investments and record interest, dividend receipts and donations received.
- Prepare any financial statements required.
- As required, liaise with or assist the officers of Chapter committees and boards with financial matters.
- Oversee the Accounts Assistant's handling of Abbey property rent payments and, keeping the COO informed, deal with any defaulting tenants.
- Assist with the financial care of the Cathedral's fabric, muniments and collections.

Membership and Attendance

- Senior Management Team (SMT) Meetings.
- Carlisle Cathedral Enterprise Ltd (CCEL) Monthly Management Meetings.
- Staff Meetings.
- Exceptionally, attendance at Chapter, Development Trust and Enterprise Company meetings may be required.

Person Specification

Commitment to work with the Christian values and ethos that inform the life and work of the Cathedral. Understanding of, and respect and sympathy for, the complexities and sensitivities of a unique institution.

The ideal candidate is likely to demonstrate all or most of the following:

- ACA/ACCA/CIMA qualification.
- A proven track record of successful financial management.
- Experience of working at a senior level within a financial structure.
- Proven financial skill set which ensures rapid understanding, responsive working, and sound professional judgment.
- Very high levels of competence when working with Excel and Sage including payroll.
- Familiarity with charity accounting and the Church of England structure would be an advantage.
- Experience of working in group accounting.
- Be confident and experienced in leading the maintenance and development of systems and processes.
- Excellent interpersonal and negotiation skills and the ability to communicate clearly in spoken and written media and by presentation.
- Evidence of having built and sustained excellent working relationships with staff at all levels of an organisation.

- A management style that enables, encourages and listens to those for whom it is responsible.
- Unswerving honesty, credibility and integrity.
- Drive, resilience and flexibility.
- Ability to deal with conflicting priorities and to manage time appropriately.
- Approachable and engaging with a good sense of humour.
- Excellent organisational skills.
- Ability to set clear goals and objectives.
- Good analytical and problem-solving skills.
- Line management experience.

Terms of appointment

Contract	Permanent Part-time
Salary	£30,000/ £31,200 dependent on the candidate's level of experience, knowledge and skills. (£37,500 /£39,000 FTE)
Location	Cathedral Office, 7 The Abbey, Carlisle. CA3 8TZ. On site working is recognised to be essential, in ordinary times, to achieve the effective operation of the Cathedral's financial activities.
Annual Holiday	pro rata entitlement of full-time employees' 26 days plus 8 English public holidays, the dates to be agreed with the COO, and to take account of the needs of the Cathedral.
Hours	4 days (28 hrs. per week). The seniority of this post brings with it the need for flexibility including working such additional hours as are necessary for efficient performance of the role. Very occasional weekend and evening work may be required.
Pension	After 3 months you will be automatically enrolled into the Church Workers' Pension Scheme. Under this Scheme, there is an employer's contribution (currently 7%). Employees contribute 3% and may make Additional Voluntary Contributions to increase their pension if they wish.
Offer of employment	Carlisle Cathedral is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks and training as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks and successful training. Dependent upon the receipt of three satisfactory references, (present employer/professional person with knowledge of performance/ unconnected with employment), and a successful safer recruitment process.
Review	The post is subject to a six-month probationary period
Other	General terms and conditions of employment as set out in the Employee Handbook, issued to all staff on appointment apply.

How to Apply

Preliminary informal conversations are invited via email or telephone with the Chief Operating Officer, Edith McColgan (07710 713 695 or chiefoperatingofficer@carlislecathedral.org.uk)

Application is by the supplied forms only with electronic submission. CVs are not accepted and should not be included.

Applications should include:

- completed application form
 - the supporting information should be no longer than 2 sides of A4
- Recruitment Monitoring Form

One referee should be the applicant's current or most recent employer. (Where an applicant is not currently working with children young people/vulnerable adults but has done so in the past, one reference must be from this employer).

Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process; however, we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- a current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK).
- Driving Licence – photocard.
- official documentation evidencing your current address (e.g. utility bill, bank statement).
- where appropriate, any documentation evidencing a change of name (e.g. marriage certificate).

All applications should be clearly marked: **Confidential – Head of Finance**

And emailed to hr@carlislecathedral.org.uk for the attention of the Chief Operating Officer

Closing date for applications – Friday 28th January at 12noon. Interviews will take place the following week.

Chapter's strategic vision

The Chapter's vision is to bring the love of God to city, county and nation through worship, witness, hospitality and welcome. Faithful worship, active discipleship, outward-looking mission, life-long learning, service to the community, and joyful celebration are important, and in each of these aspects of the Cathedral's life Chapter continues to draw inspiration from its Augustinian heritage.

Building on the Cathedral's long spiritual heritage and strength, Chapter aims to promote loving community where justice is seen to matter, common humanity is owned, people can find support, nurture and blessing and in which lives can be transformed and renewed. Worship is the beating heart of the Cathedral from which both activity and service to our community flow. Careful pastoral engagement by the clergy and pastoral teams reflects Christ's great love for all people, and Chapter places a very high value on the safeguarding of children and those who are vulnerable.

Chapter is driving towards sustainability. Its commercial activities, catering/retail sales/events, are overseen by the directors of the Cathedral's trading arm (Carlisle Cathedral Enterprises Ltd - CCEL) Chapter's programme of activity shapes the ways in which the Cathedral engages with visitors, schools and communities to promote public engagement with our history, faith and collections. Chapter aims to make a significant contribution to the City's cultural and heritage economies.

A team of volunteers supports very many aspects of the Cathedral's day-to-day operation.

900th Anniversary

2022 marks the 900th anniversary of the Cathedral. It was founded by King Henry I as an Augustinian Priory in 1122 and became the Cathedral Church of the newly created Diocese of Carlisle eleven years later.

Through these 900 years the Cathedral has served the city and county – as a house of worship, a beacon of hope and as a place of rest within the restless history of life on the Border. The Cathedral has welcomed and given shelter to visitors, travellers and pilgrims – from the grandest monarch to the humblest wayfarer. A daily pattern of prayer has undergirded everything.

As we emerge from the Coronavirus pandemic, we have prepared a programme of events, activities and engagement which is aimed to allow many people, in a multitude of ways, to be part of this continuing pattern of journey and rest.

We hope many people will want to come and be part of this special year. Together we can make 2022 a memorable and enriching year for the people of our city and county.

West Walls

In 2019, the Carlisle Cathedral Development Trust (CCDT) bought the former Carlisle Diocesan Office (Church House), the Resource Centre buildings (the latter now let to St George's URC) and the associated car park – which plot is adjacent with the Cathedral precinct. Essential repair work, funded by the CCDT, was put in hand in 2019/2020 and a staged project is under way to move the Cathedral office from its current location, 7 The Abbey, to Church House.

Music

The Chapter gives strong financial support to the Cathedral's music department to maintain the Cathedral's English choral tradition. Sunday worship is supported by the Cathedral's Boys' and Girls' Choir who sing with the 6 Lay Clerks. The Cathedral Consort of teenage singers sing once a week and on occasional Sundays. Choristers are recruited during Year 3 from local primary schools. Choral Evensong is sung each weeknight except Saturdays.

Music is overseen by the Dean. Operationally, it is under the direction of the Director of Music supported by the Assistant Organist and Organ Scholar. There is a valued school outreach programme. Development of endowment funding for music has been identified as an important medium-term aim.

CARLISLE CATHEDRAL

Applicant and Candidate Privacy Policy

Chapter of Carlisle Cathedral and Carlisle Cathedral Enterprises Ltd (together 'the Cathedral' or 'we') are committed to respecting the privacy of the job applicants and we have a duty to protect the personal data of job applicants. Personal data is information that can identify a person, such as name, address, telephone number and email address.

Types of information we collect

This policy covers the information you share with us and/or which may be acquired during the application or recruitment process including:

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems including email.

How we use information we collect

Your information will be used by the Cathedral for the purposes of carrying out its application and recruitment process which includes:

- assessing your skills, qualifications and interests against our job opportunities;
- verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a position;
- communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential job opportunities;
- making improvements to the Cathedral's application and/or recruitment process including improving diversity in recruitment practices;
- complying with applicable laws, regulations, legal processes or enforceable governmental requests.

We will also use your information to protect the rights and property of the Cathedral, our affiliated organisations, applicants, candidates, employees or the public as required or permitted by law.

If you are offered and accept employment with the Cathedral, the information collected during the application and recruitment process will become part of your employment record.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, recruiting managers and interviewers involved in the recruitment process. The organisation will not share your data with third parties (although it may do so with our affiliated organisations) unless your

application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. It is your responsibility to obtain consent from referees before providing their personal information to the Cathedral.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data ?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Cathedral Office.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.