



LINCOLN  
CATHEDRAL

**ACCOUNTS ASSISTANT  
APPLICATION PACK**



## *Inspiring People in Different Ways*

The Cathedral Church of the Blessed Virgin Mary of Lincoln (to give it its proper title) is first and foremost a church, the seat of the Bishop of Lincoln and a centre of worship and mission. A minimum of three services take place each day of the year, at least one of which is usually sung by the Cathedral's renowned choir. It is the principal church of Lincolnshire and holds many of the county-wide services of celebration, commemoration and memorial. Lincoln Cathedral is a place of pilgrimage, where people come to seek God, to learn more about faith, or to take time out of a busy day for quiet reflection. It is a place of welcome and hospitality where all of any faith or no faith are encouraged to feel at home.

There is a real richness and variety in the way the Cathedral building is used. Although our primary purpose is a centre for worship and mission we do welcome thousands of visitors from across the world each year. Significant musical, dramatic events take place, whether it is a visit from the Halle Orchestra; a performance of the 70's musical Jesus Christ Superstar; Mystery Plays; or international pop musician Ian Anderson, of Jethro Tull fame, coming to perform. Also there is an active lecture series each year with key speakers offering their insight into current and historical affairs.



Lincoln Cathedral is an icon for the city of Lincoln and the county of Lincolnshire. It is one of the larger cathedrals in England and widely acknowledged as being one of the finest. We have our own Works Department whose job it is to repair and maintain the building and the close properties that surround it.

The Cathedral's Finance team has an integral part to play in the life of the Cathedral. Led by the Finance Manager, the team ensures that all of our financial processes operate effectively, to control income and expenditure, ensure compliance and produce timely and accurate management information for strategic and operational decision making. As well as dealing with the challenges of today the Finance function will have a key role to play in setting up the systems and processes we need to make sure that "Lincoln Cathedral Connected" (our £16million Heritage Lottery funded project to transform our visitor offering) are effective and efficient; and at the moment we are reorganising the roles and responsibilities in the Finance team to be able to deliver the new ways in which we will need to work. The Finance team will have a central role in what is both a very exciting project and a very exciting time to be joining the Cathedral.

### **A Brief History**

After the Battle of Hastings in 1066 William the Conqueror established a castle in the south-west corner of the old Roman city of Lincoln (Lindum Colonia). One of his supporters, Remigius Bishop of Dorchester, was instructed to transfer his cathedral to Lincoln in order to consolidate Norman power in the north. Construction





commenced in 1072 and the building was consecrated as a Cathedral in May 1092, two days after Bishop Remigius' death.

Before long the country was plunged into civil war again as King Stephen and Empress Mathilda fought for seventeen years for control and in this period, probably around 1141 the Cathedral was damaged by fire and a partial rebuilding was ordered by Alexander the Magnificent (Bishop of Lincoln 1123-1148). Disaster struck again and in 1185 an earthquake destroyed all but the West Front and its twin towers. Hugh of Avalon arrived in 1186 and he set about fundraising for a rebuilding which began in 1192.

Hugh died in 1200 before the great transept and Nave were finished, and was buried in his Cathedral. Miracles were experienced by those who came to pray at his tomb, and in the space of 20 years he was proclaimed a saint by the Pope. By 1255 the numbers coming on pilgrimage to his tomb were so great that it was decided that an extension at the east end should be built.

Hugh's body was transferred to the new "Angel Choir" in 1280 and pilgrims continued to come, paying for further beautification of the building so that between 1307 and 1311 the central tower was raised to its present height, and later that same century the two western towers were heightened. Wooden spires covered with lead were added so that for 200 years Lincoln was the tallest building in the world. Alas, in 1548 the spires on the central tower collapsed.

The Reformation brought great changes to Lincoln and between 1540 and 1548 the chantry chapels were dissolved, St. Hugh's body was removed, the shrine was stripped of its jewels and the treasury of its contents and the content of the daily services was vastly simplified. However, the greatest threat was posed by the English Civil war one hundred years later when the Cathedral Close was besieged in May 1643 and the Cathedral pillaged. The round of daily services was abandoned and the building fell increasingly into disrepair.

The restoration of the monarchy in 1660 saw the appointment of Dean Michael Honywood. He was a deeply cultured and scholarly priest whose concern for the dignified worship of God led to a revival in both liturgy and fabric. He paid for repairs to the building, built the Wren Library, made new appointments to the choir and ensured that the revised Book of Common Prayer was in use from 1662.

By 1726 the weight of the western towers and spires were causing them to lean and in 1729 the architect James Gibbs added cross walls for strengthening. The western spires were finally removed in 1807 for safety reasons resulting in the Cathedral we see today.

The challenge of raising funds to maintain this great building is with us today. Lincoln Cathedral sits on Historic England's (formerly English Heritage) risk register as it is recognised that the Chapter needs to raise £1.6million per annum to maintain the schedule of repairs required. A dedicated team of people, clergy, lay and volunteer alike all work together towards this common goal.

## **Finance and Lincoln Cathedral**

The Cathedral is governed by a constitution and statutes under the Cathedrals Measure 1999 which came into force on 17th November 2000 and updated 2005. It is a corporate body with charitable status but is not regulated by the Charity Commission.



The Cathedrals Measure broadly mirrors the Charities Acts in relation to accounting requirements. The Cathedral currently has two trading subsidiaries, Lincoln Minster Shops Ltd (LMS) and Lincoln Cathedral Quarry Ltd (LCQ). It also has a related registered charity Lincoln Cathedral Music Fund.

The Cathedral is managed by its Chapter which has set up a Finance Committee which meets quarterly to consider management accounts, the annual budget and annual reporting. The Finance Committee has an investment sub-committee which oversees the Cathedral's investments. Day to day management is led by the Chapter Clerk who oversees all operations of the Cathedral.

The accounts of all the Cathedral entities have since 1 April 2012 been processed using Sage 50. The departmental reporting, project module and charity fund accounting features are fully utilised to ensure accurate reporting. The payroll is processed on Sage Payroll. Currently monthly accounts are produced for the two trading subsidiaries, Lincoln Cathedral Music Fund, the Fabric Fund, and a number of key departments. Quarterly management accounts are produced for the Corporate Body as a whole. The Budgeting process begins in November each year to be approved the following February before the financial year end on 31 March when statutory account preparation begins for approval each September.

The finance function is integral to safeguarding the assets of the Cathedral, maximising their utility and providing key management information to support the daily life of the cathedral, and preserving the Cathedral for future generations.

The Cathedral has a vibrant community and undertakes an eclectic mix of activities engaging with a large number of stakeholders both secular and non-secular. Each year we host a number of events which have recently included Jesus Christ Superstar, an amateur dramatic production held within the heart of the cathedral nave, live musical performances of The Snowman featuring our own musicians and choristers as well as a broad programme of celebrations for the 800<sup>th</sup> Anniversary of the Magna Carta during 2015. This year, we are hosting an amateur dramatic production of Jekyll and Hyde and will be celebrating the 800<sup>th</sup> anniversary of the Charter of the Forest. By 2020, the Lincoln Cathedral Connected project will transform our visitor offering, creating a new Visitor and Interpretation Centre, and will have a significant, positive impact on the cathedral's setting and visitor experience.

This is an exciting time to join a dedicated finance team which operates in a dynamic environment and is working toward future-proofing its processes and procedures to meet the challenges ahead.



## **ROLE DESCRIPTION**

**Job Title:** Accounts Assistant

**Line Manager:** Finance Manager

**Key purpose:** To maintain the sales ledger of the cathedral, capture data in respect of income, ensure that payroll processes are performed accurately and timely each month and assist with month end procedures in line with the finance department's accounting timetable.

### **Key responsibilities:**

#### **Sales Ledger**

- Produce sales invoices ensuring correct pricing structure and VAT treatment in a timely manner
- Ensure accurate coding by nominal code, department and fund with clear narrative.
- Raising authorised credit notes
- Chasing up outstanding debts and enforcing the cathedral's credit management policy
- Setting up new clients
- Maintain the sales ledgers and liaise with relevant parties to resolve queries and maintain accurate ledger information
- Importing donation and grant information from Donor Strategy
- To allocate receipts from inbound payments accurately, ensuring minimal unallocated cash entries.
- Banking of cash and ad hoc cash receipts
- Compile Gift Aid claims using Donor Strategy software.

#### **Payroll**

- Input data relating to staff payments into the payroll database on a monthly basis, ensuring that staff are paid on time and receive the correct payments.
- Calculate deductions and entitlements, advised by Lay Managers, for authorisation
- Ensure that correct payments, reports and returns are made to HMRC, the cathedral's pension providers and other statutory bodies. To include drafting P11ds as necessary.
- Ensure that required correspondence is issued in respect the cathedral's auto enrolment pension scheme
- Respond to enquiries from staff, external contacts and agencies as appropriate
- Ensure that the payroll database is working properly and is kept up to date
- Import and reconcile all payroll transactions to the financial ledger
- Prepare payroll journals in respect of internal cross charging
- Ensure that monthly reconciliations are undertaken and prepare journals for any corrections required. This includes PAYE, NI, student loan and pension control accounts.
- Prepare budgetary and summary information from the payroll as required by the Finance Manager from time to time

## General Ledger

- Assist with preparation of bank reconciliations and resolving older unreconciled items;
- Assist with key income control account reconciliations e.g Worldpay, till control accounts;
- Assistance with month end procedures as necessary

## Additional Duties

- Filing and regular archiving of related documentation
- Assisting the Finance Manager and other department members as may be required from time to time.

## Person specification and relevant experience:

	Essential	Desired
AAT Level 4 qualified		✓
Excellent multitasking skills with the ability to prioritise workload	✓	
Proven, strong organisational and administrative skills	✓	
Self- motivated with a 'can-do' attitude	✓	
Excellent IT skills – knowledge of Excel, Sage 50 Accounts and banking software with a willingness to learn new systems	✓	
Good analytical and numerical skills	✓	
Excellent interpersonal and communications skills	✓	
Team working skills	✓	
Able to operate in sympathy with the aims and the ethos of the Church of England, the Cathedral and its community	✓	
Strong technical ability with proactive attitude toward professional development		✓
Commercial awareness		✓
Experience of working to tight deadlines	✓	
Experience of operating a monthly payroll function, at least 2+ years	✓	
Ability to maintain a high level of confidentiality and discretion at all times	✓	
Experience of refining and improving systems and procedures		✓

## MAIN PARTICULARS OF THE POST

**Salary:** £18,000-£20,000 per annum depending upon experience

**Pension:** All eligible employees will be automatically enrolled in the Pension Builder 2014 section of the Church Workers Pension Scheme operated by the Church of England Pensions Board

**Working hours:** 35 hours per week over 5 days (Monday- Friday).

**Holidays:** 33 days per annum, inclusive of UK and bank holidays.

**Application Process:** Please submit your application using the application form. A CV is not an acceptable substitute but may be attached as an additional document if you wish. The closing date for applications is Monday 26 February 2018, with an interview date to be advised shortly.