

Job Description



Management Accountant

February 2023



About Lincoln Cathedral

The Corporate Body of 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 led by the Cathedral Chapter. 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 'mother' 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. Significant musical and dramatic events take place, whether it is a visit from the Hallé Orchestra; a performance of the 70's hit Jesus Christ Superstar or the thought provoking musical Jekyll & Hyde; Mystery Plays; or international pop musician Ian Anderson, of Jethro Tull fame, coming to perform. There is an active lecture series each year with speakers offering their insights into current and historical affairs. In recent years we have also sought to use the Cathedral nave for fundraising for the fabric of the building and for the operation of the Cathedral.

We welcome thousands of visitors from across the world to the Cathedral annually and provide floor, tower and roof tours throughout the year. Many hundreds of children visit during our annual schools' festivals; Church Schools Festival, Infant Schools Festival, Secondary Schools Festival and we offer schools' tours and trails throughout the academic year. Lincoln Cathedral is an exceptional building that was meant to inspire and it does so. We rely on an exceptional body of employees and volunteers to ensure that the full range of its activities is known to the external world.

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 related registered charitable entities, Lincoln Cathedral Music Fund and Lincoln Cathedral Learning, Arts, Culture and Events CIO.

The Cathedral is managed by its Chapter, which is advised by the Finance Committee. The Finance Committee meets at least quarterly and considers management accounts, forecasts, budgeting, business planning and financial strategy as well as statutory annual reporting requirements. The Finance Committee has an investment sub-committee which oversees the Cathedral's investments and property assets. Day-to-day management is led by the Chapter Clerk who oversees all operations of the Cathedral.

The Chief Financial Officer leads a team of five people, and this team is comprised as follows:

- The Management Accountant whose role it is to maintain the nominal ledgers and control accounts of the Cathedral entities and undertake management account preparation.
- The Accounts Assistant, who maintains the sales ledger, captures data in respect of income, compiles gift aid claims, assists with bank reconciliations and undertakes the in-house payroll function.
- The Purchase Ledger Clerk who maintains the purchase ledger of the cathedral, ensuring effective operation of controls, and captures data in respect of expenditure.
- The Head Cashier and Assistant Cashier (both part time) who count and bank all cash received in the Cathedral, reconciling entry desk till takings.

The finance function is integral to safeguarding the assets of the Cathedral and preserving the Cathedral for future generations. This role in particular is vital in collating and monitoring key management information to support the daily life of the cathedral and facilitate the wider management team.

Role Summary

To maintain the nominal ledgers and control accounts of the cathedral entities, produce monthly management accounts in line with the finance department's accounting timetable and facilitate cathedral operations by providing and communicating timely financial information.

Main Particulars of the Post

Salary:	£27,000-£30,000 per annum depending upon experience
Contract:	Permanent
Location:	Lincoln Cathedral, Priorygate, Lincoln LN2 1PL
Accountable to:	Chief Financial Officer
Key Relationships:	Finance Team, Chapter Clerk, and all senior Cathedral managers.
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).
Holiday:	33 days per annum, inclusive of UK and bank holidays.
Other:	An enhanced DBS check will be required prior to starting in this role.

Key Tasks

- Monthly management accounts preparation and month end procedures. To include, but not limited to:
 - Review of postings; to ensure that accurate coding by nominal code, project, department, and fund with clear narrative has been applied.
 - Reconciliation of key control accounts, including intercompany accounts, stock and work in progress.
 - Preparation of monthly journals to reallocate inter-departmental charges as well as accruals, prepayments, deferred and accrued income.
 - Investigation of variances and analysis of trends.
- Overview of project costing; to include the set-up of new projects, ensuring the accurate allocation of staff time, stocks and overhead absorption as well as investigation into variances.
- Financial analysis and reporting as required. Attending to queries and information requests from Lay Management and Team Leaders as appropriate.
- Assist to design and implement refined control procedures and transparent reporting across the organisation.
- Prepare budgetary and summary information as required by the Finance Manager.
- Contribute to the annual budgeting and planning process.
- Assist with forecasting as necessary.
- Assist with preparation of statutory accounts to trial balance stage and summarise required disclosure information.
- Provide assistance to other members of the department as required and deputise for the Chief Financial Officer on an ad-hoc basis.

Personal Specification

	Essential	Desired
Minimum requirement of AAT Level 4 or part qualified ACCA/CIMA/ACA	✓	
Proven, strong organisational and administrative skills	✓	
Self- motivated with a 'can-do' attitude	✓	
Excellent IT skills –confident with Excel functions, Sage 50, and banking software, with a willingness to learn new systems	✓	
Excellent analytical and numerical skills	✓	
Exceptional interpersonal skills and able to communicate with people at all levels, both financial and non-financial.	✓	

Experience of providing support to budget holders in a similarly sized or type of organisation	✓	
Team working skills	✓	
Able to operate in sympathy with the aims and the ethos of the Church of England, the Cathedral and its community	✓	
Commercial awareness	✓	
Experience of working to tight deadlines with the ability to prioritise workload	✓	
Experience of supervising more junior members of staff		✓
Experience of project costing ideally in a construction environment		✓
Experience of recommending, refining and improving systems and procedures		✓
An understanding of the financial reporting requirements for charities	✓	

Interview and selection 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.

Closing date for applications: Midday Monday 13 March 2023

Interview date: To be Confirmed.

Applications by email to: recruitment@lincolncathedral.com

Safeguarding

Every person has a value and dignity which comes directly from creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as having the Holy Spirit within them and therefore to protect them from harm.

We follow the policies adopted by the Church of England and Diocese of Lincoln. We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and adults when they are vulnerable;
- The establishing of safe, caring communities which provide a loving environment where there is "informed vigilance" as to the dangers of abuse

Health & Safety:

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.