



Diocese of Westminster

Job Profile	Cathedral Finance Manager
Department / Parish / Agency	Westminster Cathedral
Reporting to	Cathedral Dean
Cost Centre	ADMWCA
Location / Address	42 Francis Street, London SW1P 1QW
Management of	Cathedral Finance Officer
Contract type	Permanent
Hours	35 hours per week (5 days per week)
Salary	£62,000 per annum
Job reference number	640-ADMWCA

Job Purpose:

The Finance Manager will run and administer robust and effective management accounting and information systems, and empower colleagues working in the Cathedral by ensuring that they have both a good knowledge and understanding of all relevant aspects of the Cathedral's financial performance and are committed to budgetary accountability and control. The post holder will report to the Cathedral Dean and will be the line manager of the Cathedral's full time Finance Officer. He/she will work collaboratively and liaise with other heads of departments, those working as part of the Finance Team of the Diocesan Curia and members of the Cathedral's Finance Committee.

Principal duties and responsibilities:

- To ensure that all financial affairs are conducted in compliance with the relevant regulatory requirements.
- To work with the Cathedral Manager and, as relevant, with heads of departments within Westminster Cathedral, to develop budgets for each of their areas of responsibility, agreeing levels of income and expenditure, where appropriate.
- To produce monthly management accounts and forecasts on income and expenditure (by area of activity/department and consolidated) for the Cathedral Manager and heads of departments, and reviewing these with the individuals concerned. This also includes a submission of quarterly management accounts to central Diocesan Finance.
- To advise the Cathedral Dean, the Cathedral Manager and the heads of other Cathedral departments on the efficiency and viability of individual departments and activities, making recommendations for improvement as appropriate.
- To make recommendations, as appropriate, on the pricing of Cathedral activities and on the fees charged to external organisations which are using the Cathedral's facilities or to which the Cathedral otherwise supplies services.
- To review regularly the Cathedral's current procurement procedures and practices making recommendations for change as appropriate.
- To oversee the Cathedral's Counting House, its procedures and practices, and make recommendations for improvement as appropriate.

- To ensure that the Cathedral manages, promotes and optimises its Gift Aid.
- To support the Cathedral's Music Department in its planning, management and publicity of concerts and events to ensure their success and profitability.
- To lead on the year-end statutory audit by ensuring the accuracy of the consolidated accounts produced for Westminster Cathedral and its associated entities.
- To review regularly the accounting and financial controls with a view to ensuring they are adhered to and where necessary, recommending and implementing changes to processes and procedures.
- To provide advice to the Cathedral Dean and the Cathedral Manager on any training requirements with regard to heads of departments' understanding of financial matters and, if appropriate, to administer the relevant training.

Person specification:

This section outlines the things you will need to be able to demonstrate to be successful in your role.

Skills/competence requirements	Essential/ Desirable
Ability to work effectively with and empower people who may have little or no experience of financial information.	E
Competence in all operational aspects of accounts compilation and financial analysis.	E
Ability to be a catalyst for change through the identification of key priorities and the recommendation of appropriate actions	E
Excellent interpersonal skills.	E
Experience	
A proven track record in helping to deliver improved financial performance and make change happen.	E
Significant team management experience in a medium size organisation.	E
Qualifications	
Qualified accountant with at least 3 years post-qualification experience.	E
An understanding of the social and moral teaching of the Catholic Church	D

Westminster Cathedral is part of the Roman Catholic Diocese of Westminster. As such, everyone working in the Cathedral is expected to know, understand and be committed to the values of the Diocese which are laid out in the statement below:

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching and principles are the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centred and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and, as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action - we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleagues' success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable and honest.