



JOB DESCRIPTION

TEMPORARY FINANCE AND ASSISTANT TO CATHEDRAL OFFICE

Contract: 12 Months

Full Time: 35hrs per week

Starting Salary: £21,000

Responsible to: Treasurer, Operations Manager, and EA to the Dean and COO

Overview

Chelmsford Cathedral is a busy Cathedral office. It consists of 20 staff members, including Clergy, and about 300 volunteers. This role will be responsible for supporting the Treasurer, Operations Manager and the EA to the Dean and COO in their daily duties.

Principal Duties:

- Calculate payroll for approval using SAGE.
- Record regular donations for Gift Aid/preparation of Gift Aid Claims
- Record Chapter House and Cathedral invoicing and chase debtors.
- Set up bank payments ready for release.
- Prepare Listed Places of Worship Scheme Claims.
- Update and manage the Cathedral database, Harlequin.
- Support with Cathedral Weddings, Baptisms and Funerals.
- Support with the day to day needs of the estate management, dealing with contractors, monitoring expenditure and correspondence.
- Maintain hymn reporting documents and PRS.

- Manage office supplies, orders, and deliveries.
- Process all incoming and outgoing mail.
- Support the Cathedral Volunteer Manager
- Supporting the team with Safeguarding

Person Specifications:

Essential

- Knowledge of computers (Word, Excel, Outlook, Powerpoint, Publisher, Zoom, Teams)
- A helpful and confident telephone manner.
- Ability to prioritise workload in a busy office.
- Able to communicate effectively with a wide range of people and to be able to demonstrate tact and diplomacy.
- Happy to work in a Christian environment.
- A flexible attitude and ability to deal with a wide range of duties.
- A good team-player, able to work well collaboratively with other members of staff and volunteers.