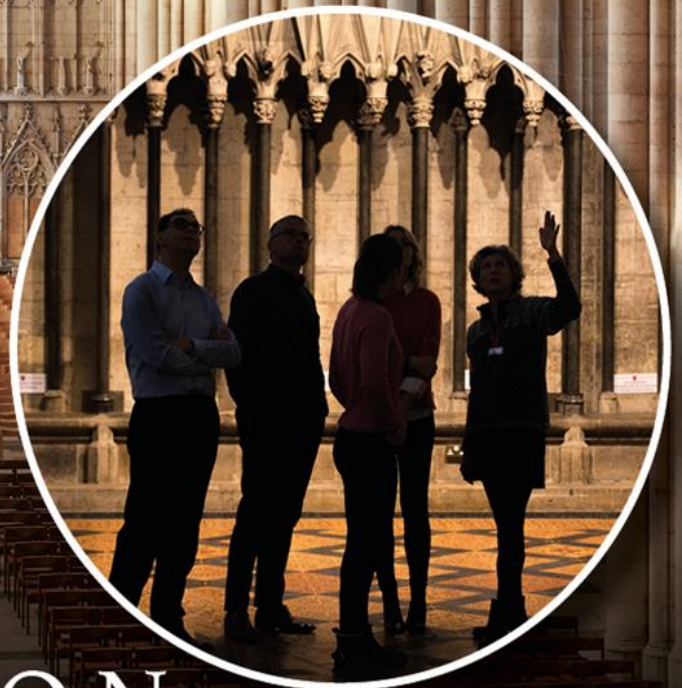




YORK
MINSTER

Finance Officer



APPLICATION
PACK

YORKMINSTER.ORG



CONTENTS



- **About York Minster**
- **Mission Statement**
- **The Role**
- **Job Description**
- **Person Specification**
- **Working for Us**
- **Equality Statement**
- **How to apply**



ABOUT YORK MINSTER



Introduction to working at York Minster

York Minster means so many different things to so many people! Everyone who joins our team is amazed at the range of skills needed here and the friendliness of the clergy, staff and volunteers. One recent new starter commented on how relaxed and unstuffy we are. We are a world of contrasts from the spectacle of a Royal visit through to the one to one pastoral care given to a grieving visitor. We calmly offer a daily cycle of services whilst also opening our doors to sightseers, concert goers and local people just wanting to catch their breath in a busy world.

We are the seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of our life. York Minster's Choir of adult Vicars Choral and boy and girl choristers is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowning glories. Staff describe a 'tingle down the spine' as you hear voices soaring to the rafters or the majestic roar of the organ.

The Minster itself is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Even long serving staff describe literally stopping in their tracks at times as the sun illuminates the intricate stained glass or spotlights the stonework. Each year around 650,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



MISSION STATEMENT



We don't ask staff whether they have a personal faith or not. All we ask is that you respect our mission and feel aligned to our values:

Our Mission Statement

Living Christ's Story through our prayer, hospitality, service and stewardship.

Our Values

- **Trust**
- **Wisdom**
- **Courage**
- **Humility**

Organisation, Management and Governance

The Minster is governed by the Chapter, chaired by the Dean and comprising executive members - Residentiary Canons - and non-executive members, Lay Canons. The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professional staff and the residentiary clergy.

York Minster has recently completed registration with the Charity Commission in line with the Cathedral Measure 2021 and is now under the joint regulation of the Charity Commission and the Church Commissioners.

The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy), and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.

Finance Officer

17.5 hours per week

£11,757 per annum

The Chapter of York are looking for a committed individual, to join our team of Finance Officers. This part time role is fundamental to the support of ongoing development, operations and mission of York Minster. They will support the Head of Finance in the processing of all the underlying transactions that allow the department to produce timely and accurate management information. The ideal candidate will have some purchase ledger experience, excellent attention to detail, a flexible approach to daily tasks and an ability to support the team with collaborative working.

Completed applications should be returned no later than **Wednesday 14th June 2023**. Interviews will take place on **Thursday 22nd June 2023**.

Please note that this role is subject to a basic DBS check.

JOB DESCRIPTION



Job Title:	Finance Officer
Department:	Finance & IT
Reporting to:	Head of Finance
Managing:	None
Core Purpose: The Finance Officers are to be responsible with others in the department for the financial administration of The Chapter of York, ensuring financial records and reporting are carried out in accordance with Chapter requirements.	
Accountabilities <i>All areas below will be fulfilled by the Finance Officer team as a whole; individual members may specialise in specific aspects of the role.</i> <u>Sales Ledger responsibilities</u> Responsible for all aspects of sales ledger record creation and maintenance including invoicing (recharges, groups and learning, events etc.), receipt recording and reconciliation, aged debtor review and credit control, monthly income journals and cash receipt postings, weekly banking administration, and customer credit account application processes. Support the monthly bank reconciliation process, working with the Finance and Payroll Manager to ensure complete and fully reconciled bank account records. <u>Cash Processing Responsibilities</u> Responsible for accurate completion of all processes taking place in the strongroom and across the Minster floor and Finance offices with regard to the counting and management of cash receipts. This includes donation box, collection plate and candle stand income, processing of gift aid envelope receipts, retail cash income and reconciliations to system outputs where appropriate. To review and provide for the ongoing cash needs of the organisation, providing change where required and supporting any petty cash requirements in operation. Preparation of counted funds for collection by cash collection agents and liaison with Police team to ensure safe and secure collection of these funds. Also responsible for data input of Gift Aid cash received to support Gift Aid claims prepared by the Finance & Payroll Manager. <u>Purchase Ledger & Project Accounting Responsibilities</u> Responsible for maintenance and input of all purchase ledger transactions. Inputting of purchase invoices received, matching to purchase orders and ensuring that all appropriate authorisations have been applied according to the Budget holder and Buyer approvals list.	

JOB DESCRIPTION



Management of the Finance email inbox, ensuring that invoices received are input onto the ledger in a timely manner allowing them to be circulated for authorisation, with appropriate follow up to ensure payment within credit terms wherever it is within our control to do so. Review statements received from suppliers and follow up with them for invoices not received when needed. Ensure all BACS details & E-mail addresses for suppliers are recorded onto Sage to eliminate cheque payments & postage of remittance advices.

Where new suppliers need to be set up, provide information to Head of Finance or Finance & Payroll Manager for their input to maintain segregation of duties.

Processing of Stoneyard timesheets on a weekly basis ensuring that correct project codes have been applied and the work has been authorised. Record & update the "Overtime Summary Sheet" for submission to the Finance & Payroll Manager at the month end.

General role responsibilities

Assist with archiving all financial information at the year-end.

Personal Development

Undertake training required for your role or agreed as appropriate for future development.

Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.

Any Other Duties

This Job Description gives an overview of your responsibilities. It does not form part of your contract of employment and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.

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. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

Equality, Diversity & Inclusion

We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. As a values led organisation, we see our legal obligations as a starting point and are on a journey to ensure all our staff can be their authentic selves at work. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours or ways of working that they witness.

PERSON SPECIFICATION



REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview
Supporting Our Values Respect for the Christian ethos and mission of York Minster. Active support for our values of Trust, Wisdom, Courage and Humility.	E E	A/I I
Education/Qualifications/Training Courses Note – we welcome applicants who have equivalent levels of education/qualifications/training or who have followed vocational or alternative routes to gain similar levels of knowledge. <ul style="list-style-type: none"> • Educated to GCSE level 9 - 4 (5 A* - C) or equivalent. 	D	A/I
Knowledge & Experience <ul style="list-style-type: none"> • Use of accounting software. • Competent user of Microsoft Word and Excel. • Confident in e-mail & internet use, including managing shared inboxes. • Use of Sage 200 accounting software. 	E E E D	A/I A/I A/I A/I
Competencies <ul style="list-style-type: none"> • Acts as a team player. • High level of attention to detail. • Strong analytical & numeracy skills. • Customer service focus. • Excellent verbal & written communication. • Problem solving attitude. • Patient, conscientious & diligent. • Able to work on own initiative. • Demonstrates ability to act with discretion with confidential information. • Willing to be flexible in approach to work. 	E E E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I
Special Features As this role involves regular work in the strongroom, the candidate should be comfortable with working in a below ground space with no external windows for periods of time.	E	A/I

Salary

The salary for this role is £11,757 per annum, plus contributory pension scheme where applicable.

Working Patterns

This is a part-time role, working 17.5 hours per week. The hours would ideally need to cover Mondays, Tuesdays and Wednesdays and we would be happy for candidates to split the hours over these days or over 5 days if preferred.

Annual Holidays

The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity of the Minster Precinct. A Cash Health Plan has been introduced providing lump sums towards dental, physio, optical costs, membership of the PerkBox discount platform, virtual GP access and an EAP.

Parking

Free parking is available subject to availability

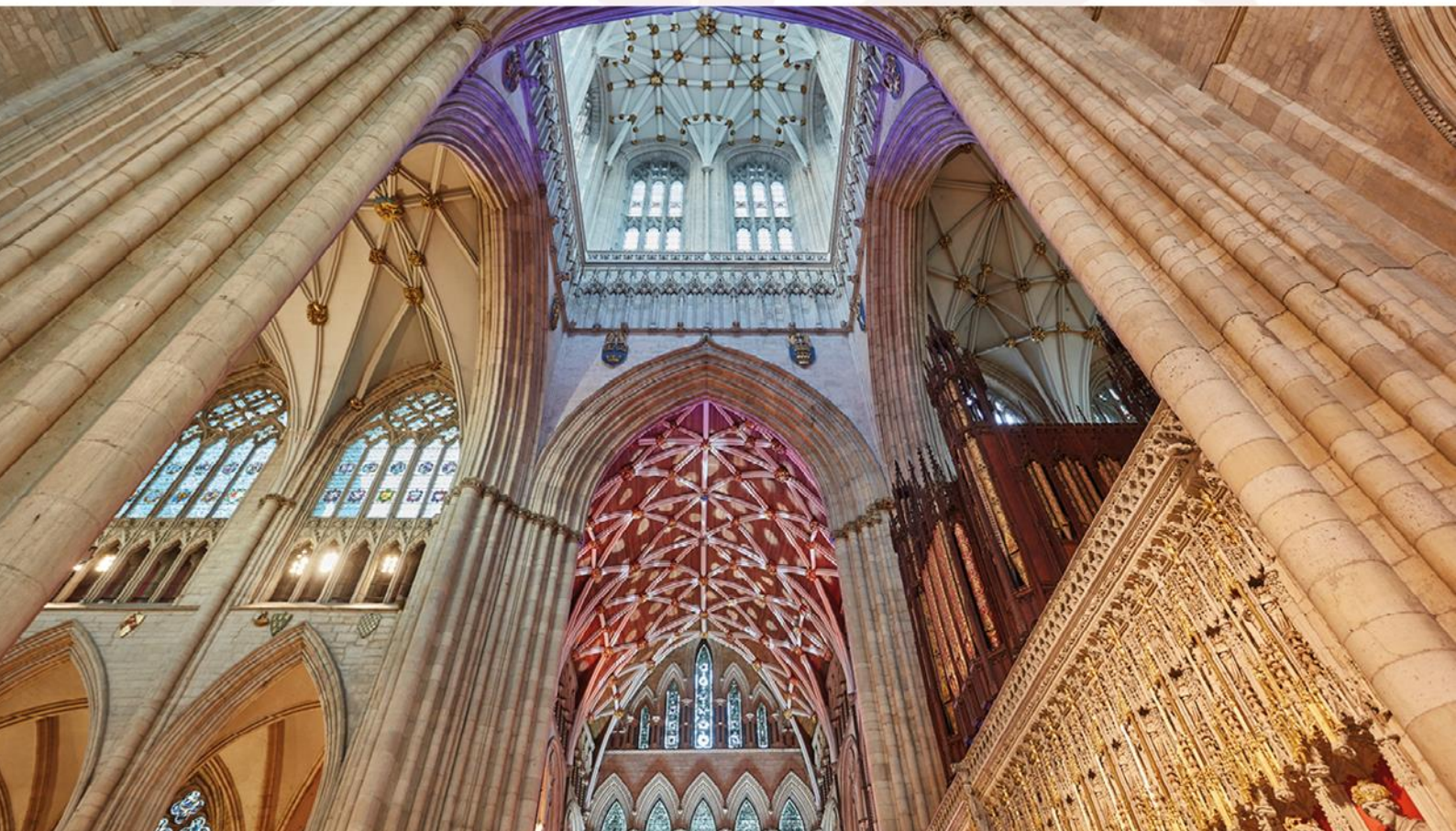


EQUALITY STATEMENT



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.



HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page yorkminster.org/jobs/ and send to:

jobs@yorkminster.org

Completed forms should arrive no later than **noon on Wednesday 14th June 2023**. Interviews will take place on **Thursday 22nd June 2023**.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, a Disclosure and Barring Service (DBS) check at a basic level.

