



JOB DESCRIPTION

JOB TITLE: Finance Manager, Bath Abbey

JOB PURPOSE: To ensure that the accounts and financial records of Bath Abbey are managed to the highest professional standards and to provide financial information to assist management decision making

FULL TIME: We are recruiting for a full-time permanent position - Finance Manager.

SALARY: Full Time Salary range £35k-£43k dependent upon experience.
Based on 40 hours per week

HOLIDAY ENTITLEMENT: 25 days + bank holidays

LINE MANAGER: Executive Director

RESPONSIBLE FOR: the accounting & financial systems of the Abbey, including those of the Bath Abbey Footprint Project

BATH ABBEY

Bath Abbey is a flourishing parish church in the heart of the UNESCO World Heritage City of Bath and with this a significant part of the City's rich heritage which reaches back to Roman times. Please visit our website on www.bathabbey.org

While the geographical parish has only a small residential population, our congregation is a gathered community from all over the City and surrounding area. We also welcome over 500,000 regional, national and international visitors and worshippers. Bath Abbey has around 30 staff, around 60 in our choirs, over 330 volunteers and over 450 in its congregations. It has 5 main income streams and annual operating turnover is around £2m.

BATH ABBEY - FOOTPRINT PROJECT

After 10 years of planning, in May 2018, Bath Abbey commenced the main £10m construction phase of our £20m Footprint Project which has been partially funded by a £10m Heritage Lottery Fund grant. The build phase started in May 2018, is due to complete by June 2021 and will include:

- the carrying out of essential repairs to the floor of the Abbey;
- the installation of a new eco-friendly under-floor heating system using Bath's unique hot springs as a source of energy;
- increasing the capacity of the Abbey to fulfil the Abbey's mission as a place for people to come together
- the building of a Discovery Centre, Learning Centre and Choir Rehearsal room

SENIOR FINANCE OFFICER: PRINCIPLE DUTIES & RESPONSIBILITIES

Management Accounts

- To produce monthly management accounts and update the current forecast
- To provide management information and statistics for Abbey activities (eg Visitor Income, Tower Tours)
- To provide ad-hoc reports as requested.

Cash Management

- To oversee all aspects of cash management including collection and security of cash
- To supervise and liaise with the money counting teams (approximately 10 volunteers)
- To reconcile bank accounts and the posting of debits and credits
- To manage the need for transfers between accounts
- To maintain daily cashflow records
- To authorise BACS payments and sign cheques

Footprint Project

- To compile and maintain the Abbeys Footprint Project cashflow statements in liaison with the Footprint Project Director
- To compile and submit the Heritage Lottery Fund grant claims
- To attend Footprint Project Board meetings
- To ensure that the Abbeys accounts reflect Footprint transactions, settle Footprint invoices and perform the necessary reconciliations

Annual Accounts

- To assemble and process all relevant data for the annual accounts
- To oversee the audit process and liaise with the auditors and accountants
- To reconcile and adjust the accounts post audit
- To provide information for the Treasurer and Finance Committee

Budget

- To manage the structure of the accounts and the coding system
- To manage all the data within the accounts
- To liaise with the Executive Director and department budget holders
- To produce draft budget and assumptions
- To assist with formulating and implementing the budget plan

Utilities

- To liaise as necessary with the utility companies used by the Abbey

Making Tax Digital

Making Tax Digital is now here. We will now be required to submit VAT returns digitally via MTD-ready-software. We need to have this software installed during Quarter 3 2019 and need to be ready to start submitting our VAT returns digitally.

Statutory returns

- To complete and submit quarterly VAT returns (including group and partial exemption calculations)
- To prepare and file quarterly Gift Aid returns
- To prepare and file the quarterly Parochial Fees return
- To prepare and file the accounts and annual returns for 3 associated charities

Financial Oversight

- To attend and inform the Finance Committee
- To provide information to the Executive Director and Bath Abbey Treasurer as required
- To attend heads of department meetings, which are generally monthly
- To manage the annual insurance review

Line Management

- The Senior Finance Officer has line management responsibility for the Bath Abbey Finance Officer (who works 24 hours per week). The Bath Abbey Finance Officer is responsible for:
- maintaining the purchase ledger and sales ledgers;
 - jointly processing payroll for employees including choirs and boys and girls bursaries and covering this responsibility during holidays / sickness;
 - monitoring pension contributions and auto enrolment for zero-hour employees;
 - ensuring that all inputs to payroll are provided when required eg time sheets and expenses claims;
 - management of the Bath Abbey money-counters;
 - petty cash reconciliations;
 - monthly safeguarding reports;
 - Processing of Planned Giving, Collections, Gift Aid and My Giving
 - posting of weekly cash sheets and liaising with Loomis & our Bankers

EXPERIENCE & QUALIFICATIONS REQUIRED

- Experience and knowledge of the management accountant process and experience with Sage Accounting (which is what we currently use) and ideally Quick Books;
- Strong Excel skill set including pivot tables is essential;
- Relevant qualifications: CIMA / ACCA;
- Ideally experience of Charity Accounts;
- Ideally – experience of Heritage Lottery Funded projects and submitting HLF claims;
- Positive team attitude, open to working as part of a close-knit team but capable of working independently;
- Excellent communication skills, both written and verbal;

Application

To submit your application please send a full CV and covering letter which explains why you are a suitable candidate and include the details of two references. References will only be taken up once an offer has been made. Please send your CV and covering letter to:

Mr Frank Mowat
Executive Director
Bath Abbey Office
11a York Street
Bath BA1 1NG

Telephone: 01225 422462

Email: FMowat@bathabbey.org