



Application Pack

Ref: WA326

Senior Finance Officer

Salary £40,000

**Full-time - Permanent
40 hours per week**

**Advert Date: 15 May 2024
Closing Date: 5 June 2024**

Westminster Abbey



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About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560.

We are a welcoming community, but also complex and multi-faceted, with nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement Statement is helping us to support and develop our staff and volunteers. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To act as responsible stewards of God's gifts.

Our Values:

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.

Job Description

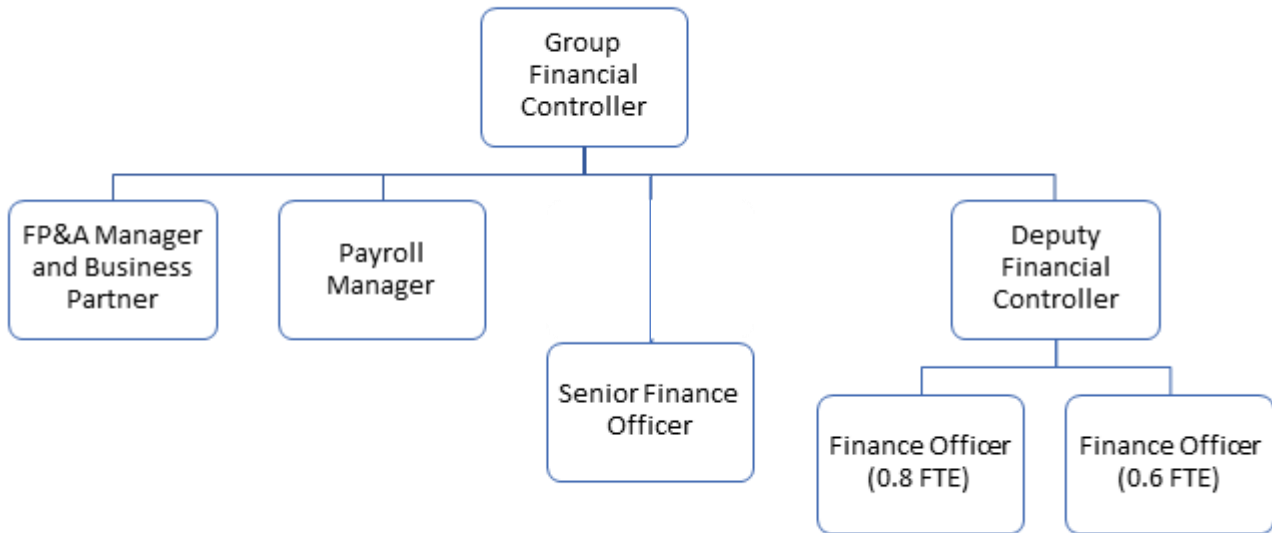
JOB TITLE:	Senior Finance Officer
ACCOUNTABLE TO:	Group Financial Controller
KEY RELATIONSHIPS:	Internal finance team, budget holders and those with delegated authority and the Foundation Department.
BACKGROUND:	The Finance Department holds overall responsibility for all financial matters for Westminster Abbey, Westminster Abbey Choir School and Westminster Abbey Enterprises Ltd. The Finance Department manages the audit and ensures all returns and reporting requirements are met.
JOB SUMMARY:	To assist with the provision of financial accounting duties for the organisation. In this role, you will be responsible for system reconciliations to validate the integrity of the financial ledgers. You will also be expected to support the day-to-day application of the organisations' various financial recording and reporting systems

MAIN DUTIES AND RESPONSIBILITIES:

- Responsible for reconciliation and journal preparation of daily income for the Abbey and its trading subsidiary, Westminster Abbey Enterprises Ltd (WAEL), with the ledger being kept up to date.
- Responsible for maintaining the reconciliation and allocation of balance sheet accounts for the Abbey and its trading subsidiary, Westminster Abbey Enterprises Ltd (WAEL), producing reconciliation schedules in good time for review and efficient close of at the end of each period.
- Responsible for tracking and maintaining record of donations between the bank, ledger and the CRM system, ensuring that entries are up-to date and accurate.
- Reconciliation of the groups bank accounts on a weekly basis, with necessary actions identified and tracked to resolution.
- Manage the weekly review and tracking of actions being taken in respect of sales invoices past due.
- Providing support to the deputy financial controller in the preparation of quarterly group VAT returns with reconciliation of Input and Output VAT.
- Provide support to the Deputy financial controller and Payroll manager in the production of P11Ds.
- Support the Deputy financial controller in the preparation of the annual Payroll Settlement Agreement (PSA) return to HMRC.
- Ensure invoices relating top payments made by direct debits have been received, and are posted following appropriate review and authorisation.
- Review corporate credit card statements and reconciled receipts, and ensure transactions are posted on timely basis.
- Carry out such tasks or projects commensurate with the nature of the role as may be delegated.

This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

Team Structure



Person Specification

This section outlines the knowledge, skills and abilities the job holder needs to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential

Skills/Aptitudes/Knowledge:

1. Accountancy qualification – AAT level 3 or a demonstratable equivalent on professional accountancy qualification pathway.
2. Knowledge and understanding of principal concepts under UK GAAP.
3. A good working knowledge of book-keeping entries, general ledgers, reconciliations, VAT.
4. Computer literate with an aptitude for finance systems and a good working knowledge of standard office software.
5. Well organised with a strength in prioritising.
6. Good presentation skills and an ability to explain complex transactions.
7. Accuracy, with attention to detail.
8. Effective interpersonal and written communication skills to liaise with internal and external colleagues (including suppliers) and produce appropriate reports and correspondence as required.

Experience:

9. Proven experience and aptitude in complex reconciliations and strong technical ability in accounting basics (debits, credits and control accounts).
10. Evidence of working with a variety of systems and tools to support reconciliations.
11. Demonstrate a proven track record of providing financial advice to non-financial managers using effective verbal communication skills.

Personal Attributes:

12. Ability to build relationships and to work effectively and collaboratively with a finance team.
13. Ability to build confidence and develop excellent working relationships with all departments in the Abbey.
14. Ability to maintain complete confidentiality at all times with relevant knowledge of GDPR.
15. A proactive, problem solving and solution focussed approach, taking responsibility for quality of work on an individual level and as part of the finance team as a whole.
16. Able to work independently and use initiative, alongside a small team.
17. Able to demonstrate a positive service-driven attitude to colleagues.

Circumstances:

18. The need to have a flexible approach and to work additional hours as circumstances demand.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

Working for us

Employment Status

This post is permanent.

Salary

The salary is £40,000 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

Working Hours

These are 40 hours per week. The normal arrangement of working hours is 9am to 5pm Monday to Friday, however the postholder will be required to work hours that suits the needs of the organisation.

Annual Holidays

The full-time holiday entitlement is 31 days per annum, including recognised public holidays, rising to 33 days per annum in the fifth year of service.

Training

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Uniform

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

Equality Statement and How to apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: applications@westminster-abbey.org.

Applications should arrive no later than 12 noon on 5 June 2024. Interviews are scheduled to take place on 21 June 2024.

We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.