



Job Application Pack Finance Officer (Part-time)



**BLACKBURN
CATHEDRAL**

blackburncathedral.com/vacancies

Welcome from The Dean

The Very Reverend Peter Howell-Jones

Thank you for your interest in the position of part-time Finance Officer here at Blackburn Cathedral.

We are seeking a professional, diligent and trustworthy person to support the Cathedral's trading subsidiary Blackburn Cathedral Enterprises Ltd (BCE). BCE includes our highly successful café Checks & Greys; on and off-site catering for functions and events; and the promotion of events and entertainment at the Cathedral.

The business has grown rapidly over the last year and is set for further expansion as the Cathedral heads towards its landmark Centenary celebration in 2026.

We are a small and dynamic team of people committed to finding enterprising solutions to support the mission of the Cathedral.

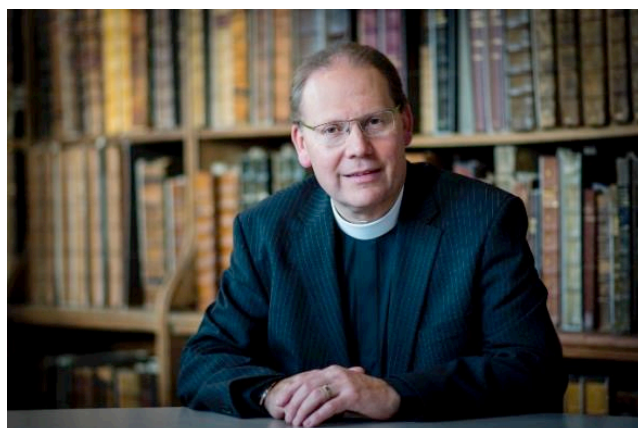
Our website www.blackburncathedral.com will provide you with a glimpse of who we are as a community.

Once again, thank you for your interest.

With every blessing,



The Very Reverend Peter Howell-Jones
Dean of Blackburn



Background Information

Blackburn Cathedral is one of England's newest cathedrals, yet it is one of the country's oldest places of Christian worship.

We are one of the most prominent of Blackburn's heritage assets and tourist attractions, and a key cultural venue for Blackburn and the wider county of Lancashire.

Blackburn Cathedral Enterprises Ltd (BCE) is a wholly owned subsidiary of the Cathedral and a vehicle for a range of commercial activity including the café, events promotion, merchandising and event catering.

BCE is managed by the Cathedral's Enterprise Development Manager, who reports to the Chief Operating Officer.

There is a team of approximately 20 staff, mostly part-time. This part-time position has been created to cope with current and future workload.

The key responsibility is for the accurate bookkeeping and payroll requirements on Sage. Monthly management accounts will be prepared with assistance from another member of the finance team.

Job Description

Job Title: Finance Officer
Line Manager: Chief Operating Officer

Job Purpose

To provide the required bookkeeping services to Blackburn Cathedral Enterprises to enable the company to control its operations and understand and analyse its financial performance.

Duties and Responsibilities

To undertake the core bookkeeping tasks of:

- Processing purchase and sales invoices, receipts and payments.
- Ensure all daily till receipts are recorded accurately and reconciled.
- Completing bank reconciliations and posting bank transactions.
- Producing accounts up to trial balance and liaising with the accounting team.
- To use accounting software packages, including Sage, safely and in line with policy and procedure.
- To work to deadlines, ensuring work is completed in a timely manner.
- To communicate effectively with the operational team in BCE and be responsive to the dynamics of a fast-moving business.
- To comply with all health and safety requirements and ensure procedures are followed by staff and visitors.
- To undertake safeguarding training and comply with all procedures.
- To undertake any reasonable tasks requested by management.

Person Specification

- To have a minimum of 3 year's experience in a similar role.
- To be AAT qualified to Level 3 (min).
- To have strong organisational and communication skills.
- To be aware of and follow all aspects of professional conduct, especially confidentiality.
- To be flexible and responsive to the needs of the business and the wider team.

Terms and Conditions of Employment

Place of Work

Blackburn Cathedral, Cathedral Offices, Cathedral Close, Blackburn, Lancashire, BB1 5AA.

Hours

Hours of employment are up to a maximum of 20 hours per week. Can be flexible with agreement.

Salary

£15,000 per annum.

Probation

The position is subject to a three-month probationary period, during which the appointment may be terminated by either party with one month's notice. After the successful completion of the probationary period the notice period is four weeks' notice on either side.

Benefits

- Pro Rata entitlement to holidays.
- Entitlement to join the Cathedral pension scheme with the Chapter contributing 5% of gross monthly salary.
- Employee Assistance Programme (EAP).

Equality Statement

The Dean and Chapter recognise that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Process

To apply for this post, please submit the following:

- A completed application form;
- An accompanying letter which addresses the appointment criteria described in the person specification, explaining how your skills and experience match the requirements of the role.

Completed applications should be sent to: pauline.rowe@blackburncathedral.co.uk

Selection Process

Any offer of appointment will be dependent on the receipt of satisfactory references.



Blackburn Cathedral Organisation Structure

