



# Application Pack

Finance Assistant

August 2025

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WORCESTER  
CATHEDRAL

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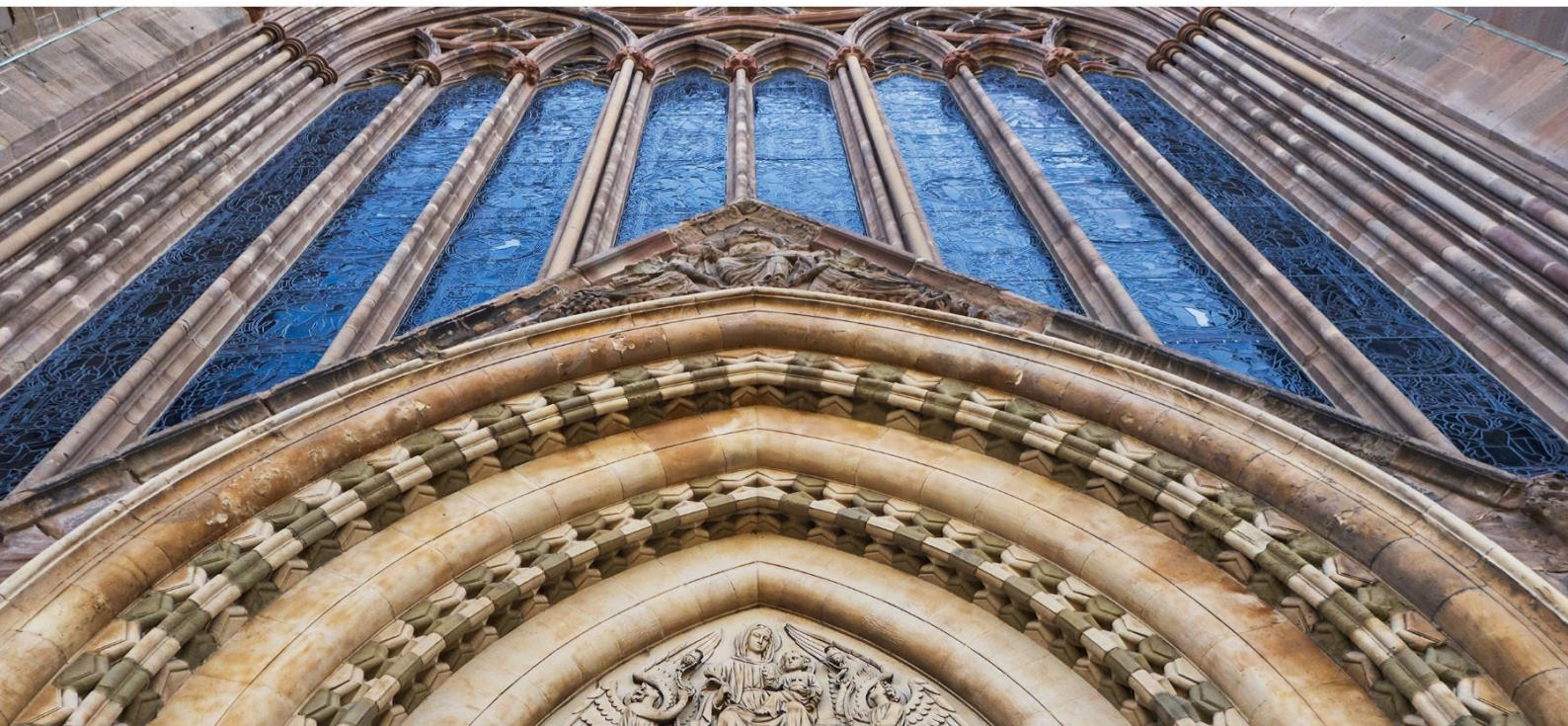
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# About Worcester Cathedral

Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester, and attracting visitors from all over the world.

Cathedrals are unique and wonderful spaces, providing welcome and inspiration to pilgrims, visitors and future generations. They are integral to their local communities (never more so than during the coronavirus pandemic) but also recognised nationally and globally as key heritage sites.

Our Cathedral community is diverse with over 70 staff and 200 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral and City to provide a warm welcome to our visitors, to promote learning about the history of the Cathedral, attend our many events and activities and to participate in the worship and music that is at the heart of our Cathedral.



# Management and Governance

The governance of the Cathedral is the responsibility of the Chapter, which comprises residentiary canons and lay canons with professional expertise and is chaired by the Dean. The Chapter is responsible for strategy, oversight and financial sustainability and meets monthly. Under the current Constitution and Statutes, there are four main committees that have delegated tasks from Chapter, including the Safeguarding Committee, the Finance Committee, the Congregational Committee, and the Nominations Committee. In addition, there are other standing groups, such as the Fabric Advisory Committee (required under the Care of Cathedrals Measure).

The Senior Executive Group (SET) is responsible for the day-to-day management of the Cathedral, operating under the oversight of the Chapter to further the objects of the Chapter and to implement its strategic and operational aims, vision and priorities. Together with the COO through this meeting the Dean and Residentiary canons exercise their executive role in the leadership of the Cathedral through their supervision and encouragement of senior members of staff. In addition, a Senior Management Group (SMG) comprises of the wider team of senior lay staff and clergy in their executive functions. This group is concerned with management, delivery, and collaboration and provides a forum for sharing current work and looking ahead to forthcoming activities and projects.

The Cathedral is blessed with a committed and skilled workforce, who are deployed to such diverse functions as welcome, events management, education, worship, finance, fundraising, stonemasonry, estates management and maintenance, music, communications, library collections and archaeology. In addition, the Cathedral's central function also supports the retail and catering operations of Worcester Cathedral Enterprises Ltd and the management of St Oswald's Hospital almshouses.



# Job Description

**Job title:** Finance Assistant

**Department:** Finance

**Reporting to:** Finance Director

**Job Purpose:**

To provide support to the finance team on accounts ledger input and reconciliation for purchase, sales and cashbook and to support the wider Cathedral with general office tasks.

**Main duties and responsibilities:**

1. To be responsible for processing purchase invoices, ensuring they are appropriately authorised.
2. To reconcile purchase accounts and review of supplier statements, where necessary liaising with suppliers.
3. To be responsible for raising customer invoices.
4. To reconcile customer accounts and credit control.
5. To reconcile and post Petty Cash.
6. To reconcile and post Credit Card statements and support staff in ordering goods and supplies.
7. To update Investment Schedules according to Investment Statements.
8. To organise and order office supplies on behalf of the office staff.
9. To be responsible for Cash Handling and Banking.
10. To support Filing and Archiving for the Finance Team, working within data protection rules.
11. To participate in training and development as required.
12. To assist the finance team with auditor queries during the Financial Audit.
13. Payroll holiday cover.
14. To assist the finance team with general ad hoc tasks, as required.

# Job Description

## Health & Safety

Under the Health and Safety at Work Act 1974, 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.

## Safeguarding

The Cathedral is committed to safeguarding and promoting the welfare of children and adults at risk who visit our premises and precinct. All staff and volunteers are expected to actively demonstrate a commitment to a culture of safeguarding by:

- Understanding and adhering to cathedral safeguarding policy and procedures.
- Maintaining professional boundaries and demonstrating behaviour that prioritises safety and wellbeing.
- Taking responsibility for identifying and promptly reporting and safeguarding concerns in line with the policy and procedures.
- Undertaking safeguarding training and fulfilling any specific safeguarding duties required in their role.
- Actively contributing to an environment where everyone feels safe, valued and empowered to raise concerns without fear of reprisal.

# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to 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.*

PERSON SPECIFICATION		
Key Criteria	Essential	Desirable
Qualifications and Experience	<p>Experience of working in an accounts or relevant office environment.</p> <p>Demonstrable skills and experience in the use of Microsoft packages including Word and Excel.</p>	<p>Experience on Xledger or similar cloud-based accounting software.</p> <p>Studying towards or completion of a relevant finance qualification (e.g. AAT).</p>
Skills and Abilities	<p>Customer Service skills, including ability to work collaboratively with a range of non-finance staff.</p> <p>Ability to liaise with suppliers.</p> <p>Excellent organisational and administrative skills.</p> <p>Understanding of data protection rules.</p>	
Work-related Personal Qualities	<p>Able to work co-operatively with colleagues from different departments.</p> <p>Attention to detail and accuracy.</p> <p>Good all-round communication and negotiation skills at all levels including face to face, by phone or in writing.</p>	



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# Person Specification

	<p>Ability to work within the ethos and mission of the Cathedral.</p> <p>An understanding of safeguarding and commitment to ensuring the principles are embedded into your work.</p>	
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# Working for us

## **Salary**

The salary is £15,000-£16,000 per annum (FTE £25,000-£26,000) plus 5% employer contribution to the company pension scheme.

## **Working Patterns**

This post is a part-time position of 22.5 hours per week (0.6 FTE), ideally worked over 5 days.

## **Annual Holidays**

The holiday entitlement is 25 days per annum plus 8 bank holidays and 4 discretionary Cathedral additional leave days, or pro rata for part time.

## **Pension scheme**

All eligible members of staff will be automatically enrolled into the occupational Staff Pension Scheme, operated by Royal London. Contributions will be payable by the member of staff at 4% of basic salary and a 5% contribution by the Chapter. There is also death in service cover offered to all staff. The Chapter may amend the pension scheme at any time.

## **Staff discount**

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.

## **Employee Assistance Programme**

All employees and their immediate family have access to a range of confidential support through our commissioned employee assistance programme.



# How to apply

Application forms for the post of Finance Assistant should be emailed to [jobs@worcestercathedral.org.uk](mailto:jobs@worcestercathedral.org.uk)

Alternatively, you can post them to:

Monika Nicholson  
Finance Director  
The Chapter Office  
The Old Palace  
Deansway  
Worcester  
WR1 2JE

The closing date for the job is 31<sup>st</sup> August 2025.

Should you have any queries about this post, please don't hesitate to contact Monika Nicholson (Finance Director) at [monikanicholson@worcestercathedral.org.uk](mailto:monikanicholson@worcestercathedral.org.uk) or 01905 732910.





The Chapter Office  
Worcester WR1 2LA  
Enquiries: 01905 732900  
[www.worcestercathedral.co.uk](http://www.worcestercathedral.co.uk)



Worcester Cathedral is fully committed to Equal Opportunity policies.