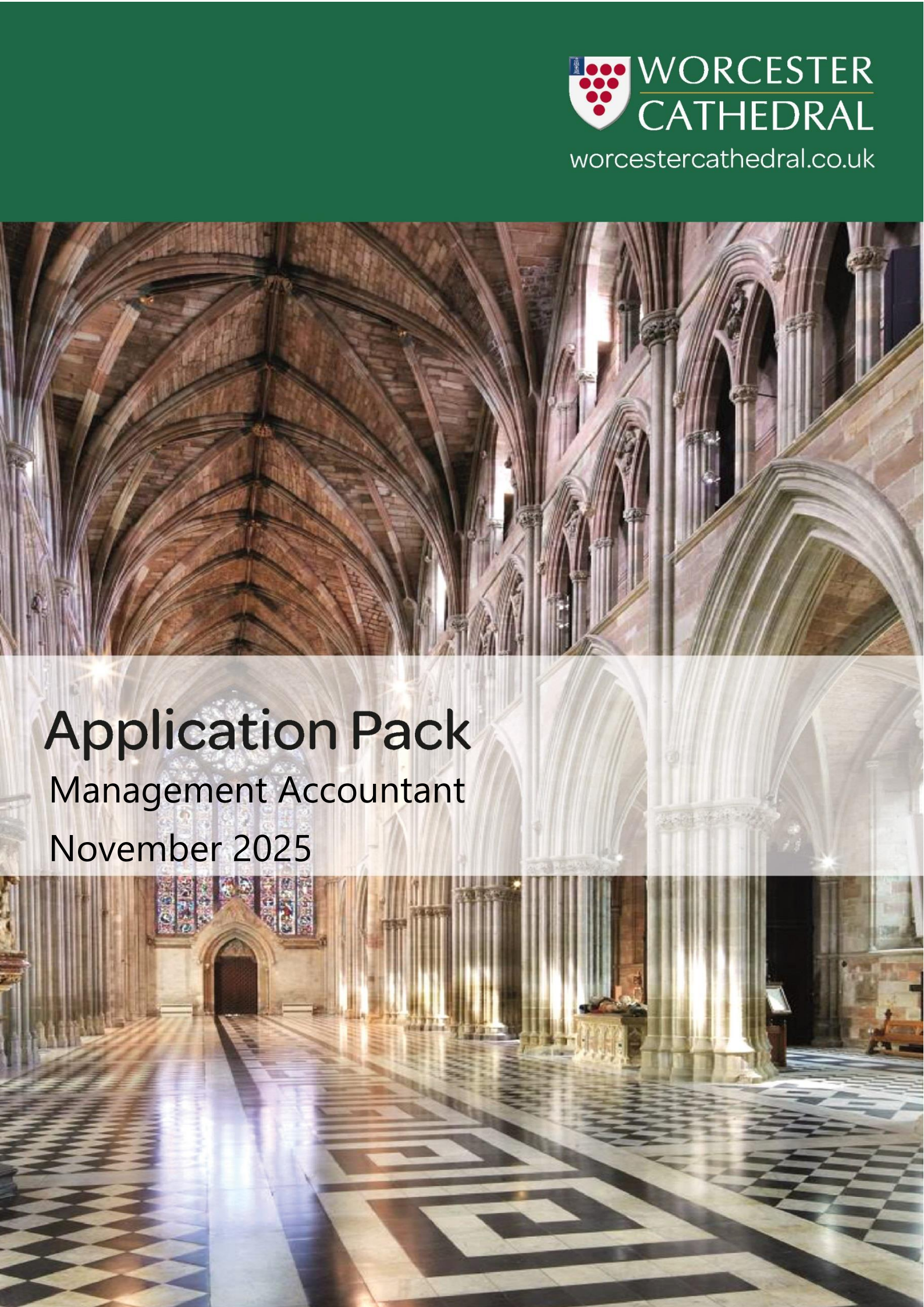




Application Pack

Management Accountant
November 2025

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CATHEDRAL

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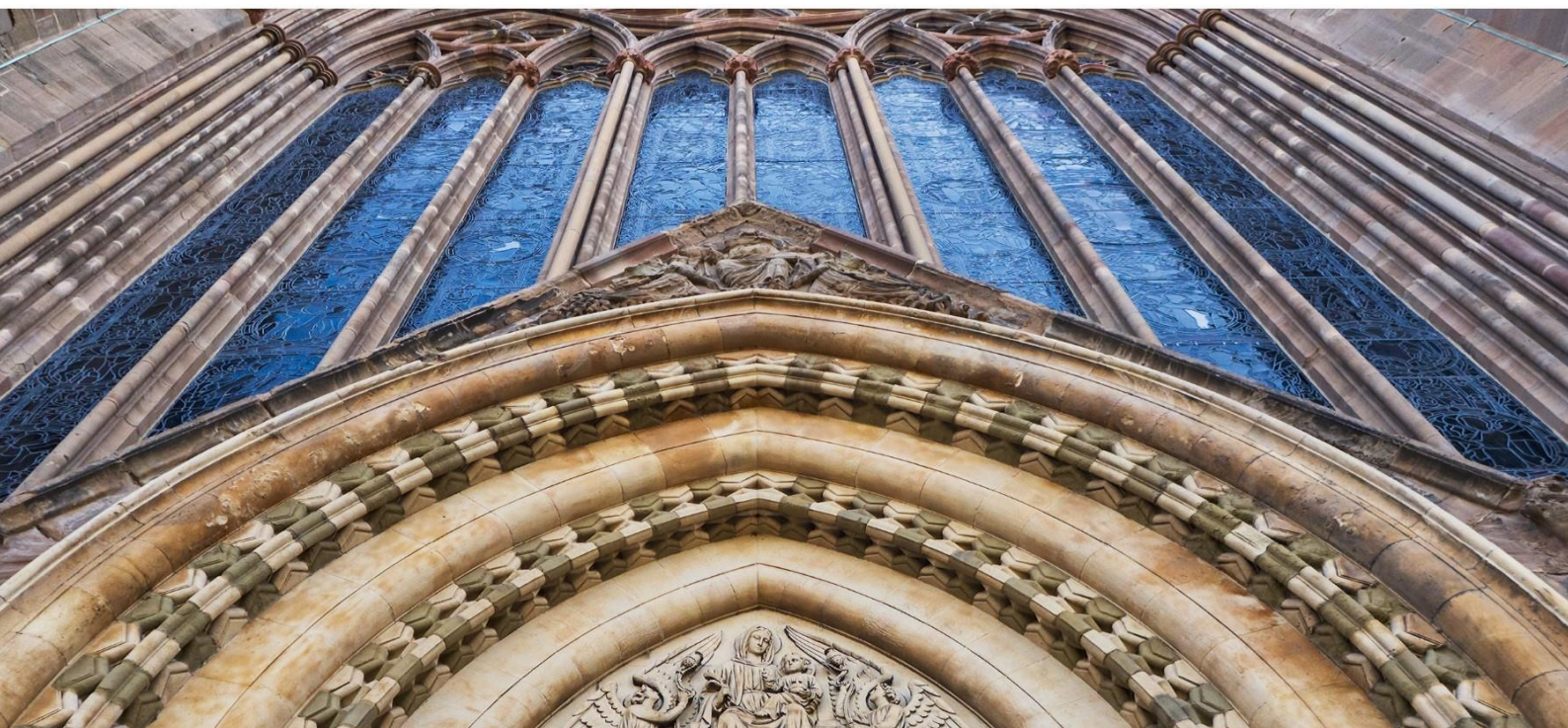
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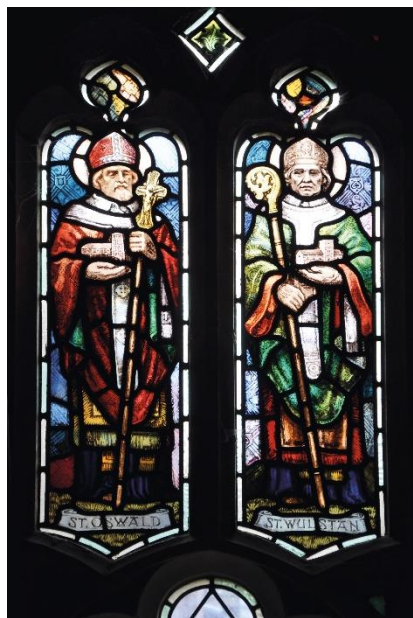
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About Worcester Cathedral



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.



The Role



Management Accountant

This is a 0.4 FTE role, with an expected salary of £14,000 (pro rata of £35,000 FTE).

The Management Accountant will be responsible for overseeing and managing the Cathedral's financial accounts, ensuring timely production of monthly management accounts and other financial reports for review by the Chief Financial Officer (CFO).

They will provide support to other members of the Finance team and support budget holders in managing their budgets, offering advice and guidance on their responsibilities.

The post holder will also support the CFO in the preparation of the annual budget, including the collation of individual and wider Cathedral budgets. In addition, they will also assist with preparing financial information for grant applications and ongoing monitoring as required.

Job Description

Job title:	Management Accountant
Department:	Finance
Reporting to:	Chief Financial Officer
Hours of work:	15 hours per week (0.4 FTE)
Salary:	£14,000 per annum (pro rata of £35,000 FTE)

Main duties and responsibilities:

The duties comprise, but are not limited to, overseeing and managing the Cathedral's financial accounts. The main tasks are listed below:

Monthly

- To post ER NIC and pension journals.
- To process monthly adjustments, accruals, prepayments and recharges.
- To estimate Gift Aid recoverable and post provision for month, and to manage gift aid claims.
- To reconcile intercompany, standing orders and direct debits.
- To process depreciation and update Management Accounts and Fund Analysis.
- To liaise with the payroll company, providing all necessary information for the payroll to run smoothly.

Quarterly

- To revalue investments and prepare the total return report.
- To complete and submit VAT returns.
- To reconcile balance sheet accounts and manage petty cash.

Annually

- To manage property and stock revaluations.
- To process intercompany recharges.
- To prepare financial statements and leaf schedules for the financial audit.

General responsibilities

- To provide financial support and advice to budget holders as required.
- To support the CFO in the preparation of the annual budget.
- To support the CFO and Finance team with ad hoc financial support 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.

Cathedral ID badges must be worn at all times while on duty. Badges are for use by the named individual only.

Confidentiality

Due to the nature of the information being handled in this role, high levels of confidentiality and discretion will be expected.

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	A relevant financial qualification (e.g. AAT) or qualified by experience Excellent analytical skills High degree of accuracy and attention to detail Knowledge of the charity SORP and charity accounting Handling of year-end procedures VAT returns Ability to communicate information and financial data effectively Ability to meet deadlines Excellent IT skills; proficient in all Officer packages, finance and management software	An appreciation of the unique place of cathedrals in the Church of England Experience of Xledger or similar cloud-based finance software

Working for us

Salary

The salary is £14,000 (FTE £35,000).

Working Pattern

This post is a part-time position of 15 hours a week (0.4 FTE).

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 Management Accountant should be emailed to jobs@worcestercathedral.org.uk

Alternatively, you can post them to:

Monika Nicholson
Chief Financial Officer
The Chapter Office
The Old Palace
Deansway
Worcester
WR1 2JE

The closing date for the job is Wednesday 19th November at 5pm.

Should you have any queries about this post, please don't hesitate to contact Monika Nicholson (Chief Financial Officer) at monikanicholson@worcestercathedral.org.uk or 01905 732910.





The Chapter Office
Worcester WR1 2LA
Enquiries: 01905 732900
www.worcestercathedral.co.uk



Worcester Cathedral is fully committed to Equal Opportunity policies.