



St PAUL'S
CATHEDRAL

Management Accountant

Candidate Pack

RB31724 | £45,000 - £51,000 pa



*Recruitment led by retained search agents, **Robertson Bell***



Introduction

St Paul's Cathedral are partnering exclusively with Robertson Bell to recruit a **Management Accountant** on a permanent, full-time basis. There is an exciting opportunity to take up a new role in a thriving finance team.

The Organisation

St Pauls Cathedral is a world-renowned landmark and probably one of the most recognisable sights on the London skyline.

St Paul's is a charity and boasts a very diverse environment. Normally welcoming over 1.5 million worshippers and visitors a year St Paul's hosts a range of activities including operating the shop as well as putting on an array of events covering filming, concerts, adult learning, corporate and special service events

There are many different governing bodies and groups that help us achieve our work and mission. Together, the members of the Chapter, the Council and the College of Canons make up the Corporation of the Cathedral Church of St Paul in London – the legal entity which is responsible for the life, work and witness of St Paul's.

Alongside these groups, a trio of full-time clergy and a wealth of staff and volunteers help us manage our day-to-day operation, from looking after our historical collections, to providing learning opportunities for schools.

The Mission & Values

St Paul's Cathedral's **mission** is to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

Their **values** include:

Welcoming	We all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each one of our visitors.
Responsible	We are people of integrity, each responsible for part of the whole of the Cathedral's work, looking after the Cathedral for the next generation.
Engaging	We seek to engage everyone in our mission, at the Cathedral, within London, and across the World.
Nourishing	As a community we work together in a learning environment, aiming for the highest possible standards in everything we do whilst acknowledging that we cannot do everything



Job Description

Title	Management Accountant		
Department	Finance		
Contract Type	Permanent	Hours	Full-Time
Reports to	Head of Finance		
Head of Directorate	Chief Financial Officer		
Location / Base	London		
Hybrid Working Arrangements	A minimum of 3 days per week in the office.		
Salary	£45,000 - £51,000 pa		
Benefits	<ul style="list-style-type: none">• 25 days holiday plus bank holidays• Pension Scheme including up to 7.5% employer contribution• Life Assurance scheme in operation• Access to Employee Assistance Programme• Season Ticket Loans• Enhanced Maternity and Paternity pay• Long Service recognition• Flu vaccinations & eye care rebates• Shop discount and free tickets for friends and family (up to 20 per year)		
Requirements	Basic Disclosure from Disclosure and Barring Service		

Job Purpose:

The Cathedral is a complex financial organisation, and the primary purpose of this key role is to deliver monthly management accounts to budget holders in a timely and accurate manner.

The role will also work closely with the Head of Finance in maintaining and improving internal controls, delivering the annual budget process and forecasts. In addition, the role will work with budget holders with a focus on commercial finance projects in order to maximise ROI as well as supporting on a wide range of finance issues. This role requires a highly detailed individual with the ability to build strong relationships at all levels across the organisation.

Key Duties:

- Preparation of monthly management accounts
 - Leading on financial accounting for the group ensuring that all transactions are correctly recorded in the system
 - Ensuring the Balance Sheet is reconciled monthly



- Preparing management reports and variance commentaries
- Working with the Head of Finance to review and improve the finance system, financial reporting and internal controls.
- Support the Head of Finance in other work including:
 - Audit planning, audit fieldwork and the preparation of accounting disclosures
 - Supporting the Finance Assistant and Sales Credit Controller in their roles
 - Supporting the Finance Manager in other areas of the business including fundraising bids, provision of financials for business cases etc.
- Any other appropriate duties that the Head of Finance, the ELT (Executive Leadership Team) or the Trustees may request from time-to-time.

Person Specification:

Ideally you will be a qualified accountant, but we also welcome applications from passed finalists or those in the final stage of qualification. Relevant experience in a similar role is preferred. The other requirements are as follows:

Essential

- Excellent attention to detail
- A strong understanding of accounting double entry including investments, fixed assets and fund accounting
- Knowledge of varying budgeting techniques and the ability to gain buy in for the process and proposals
- Knowledge in the preparation of management accounts and the development of KPI's in order to support timely and effective decision making
- Strong organisational skills
- Good Excel skills
- An excellent communicator with a positive, can do attitude. Good inter-personal skills in order to liaise and gain the buy in of colleagues across the Cathedral, including senior budget holders, and suppliers.
- Excellent analytical skills and the ability to interpret complex financial data for non-finance specialists.
- Proven experience of pro-activity

Desirable

- Knowledge of charity accounting (SORP)
- Knowledge of Access Dimensions

The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.



The Application Process

Please apply by submitting your CV in line with the timescales below.

Applications will be under constant review before the closing date, so please submit your application to our exclusive search agent, Robertson Bell. Apply now to be considered!

<i>Application Closing Date</i>	Thursday 16th November, 11:59PM
<i>First Stage Interviews</i>	Thursday 23rd November
<i>Second Stage Interviews</i>	W/C 27th November

For further information contact Emma Fuller at emmafuller@robertsonbell.co.uk or 0203 824 7100.