

Job Description



Job title:	Finance Assistant
Reporting to:	Finance Manager
Salary range:	Salary range: £21,200–£22,800 per annum (£26,500–£28,500 FTE)
Employment status:	Permanent; Part-time (28 hours per week)
Location:	Wells Cathedral Offices

Purpose of the role:

The aim of the Finance Department is to ensure the Cathedral is an effective and efficient steward of its financial resources. It achieves this by developing and maintaining reliable accounting systems, processes, and controls, while providing other departments with relevant, accurate and timely financial information to support informed decision-making.

The key purpose of the Finance Assistant role is to support the efficient operation of the Finance Department through the accurate and timely processing, reconciliation and reporting of financial information for the Cathedral and its trading subsidiary.

Key responsibilities:

The role requires a high level of attention to detail, organisational ability, and the capacity to work collaboratively with colleagues across departments. Additional tasks may be assigned as necessary to ensure the continued efficiency of the Finance function.

General responsibilities

- Answer telephone and email enquiries promptly, responding professionally and directing queries as appropriate.
- Act as a key point of contact for internal and external enquiries, providing accurate and timely information and maintaining positive working relationships.
- Provide support and cover across the Finance team as required, ensuring continuity of service during periods of absence.
- Maintain accurate and up-to-date procedure notes and system documentation, ensuring consistency, compliance, and knowledge sharing across the finance function.
- Support the effective use, continuous improvement, and implementation of finance and digital systems, driving efficiency and process enhancement.

Cash counting

- Coordinate the weekly cash collection, counting and banking process, overseeing, and supporting volunteers who assist with cash counts and ensuring compliance with established procedures and controls.
- Manage petty cash, change floats, and cash reconciliations, maintaining accurate records and resolving discrepancies promptly.
- Provide cover for the cashing up, reconciliation and banking of daily income for the Welcome Desk, Café and Shop.

Income Management

- Accurately process income receipts, banking transactions and financial records into the accounting system.
- Raise and manage sales invoices, supporting the timely collection of outstanding income.
- Reconcile income received through ticketing, retail, catering and other income streams, investigating and resolving discrepancies as required.
- Complete bank and control account reconciliations to ensure the accuracy and integrity of financial records.
- Prepare and submit Gift Aid claims to HMRC, ensuring compliance and maintaining accurate supporting records.
- Prepare and reconcile income disbursements to third parties, ensuring timely communication and payment of funds.
- Produce regular income reports and work collaboratively with income-generating departments to support effective financial management and continuous improvement.

Expenditure (trading subsidiary only)

- Accurately process expenditure transactions and maintain associated financial records within the accounting system.
- Support the purchase ledger process, ensuring supplier invoices are correctly coded, appropriately approved and processed in accordance with financial procedures, budgets, and VAT requirements.
- Maintain supplier records and resolve invoice and supplier account queries in a timely manner.
- Prepare payment runs and process payments in accordance with agreed schedules and financial controls.
- Reconcile supplier statements, credit card transactions and other expenditure-related accounts, investigating and resolving discrepancies as required.

Period-end

- Support the period-end close process through the timely completion of reconciliations, journals and supporting schedules.
- Assist with the preparation of financial information required for management reporting including accruals and prepayments.

About Us

The City of Wells

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and High Street, the Bishop's Palace, and the magnificent Vicars' Close, Europe's oldest continuously inhabited street.

The Cathedral

Wells Cathedral is one of England's most beautiful and significant Cathedrals, which has been inspiring pilgrims for nearly 850 years. It is the seat of the Bishop of Bath and Wells and the Mother Church of the Diocese of Bath and Wells, and plays an important role in the cultural identity of Somerset. The Cathedral represents the area's spiritual and cultural heritage, and is for many a symbol of local pride – a place that connects the present-day community to centuries of history and Christian tradition. Wells Cathedral has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world-class music, and its warm welcome to some 300,000 visitors each year, as well as around 150,000 people who come to the Cathedral for services, concerts, and events.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation which oversees a diverse tapestry of activity. The Cathedral is also a regular host to a number of external organisations who provide concerts, events, and private and public gatherings, furthering our links with the community. Following the implementation of the Cathedrals Measure 2021, Wells Cathedral is registered as a Charity and is now dually regulated by the Charity Commission and the Church Commissioners. The Chapter is the governing body of the Cathedral, and the Chapter members are Trustees of the Charity.

This is an exciting time to join the team with the delivery of our Vicars' Close Project underway. This major project will restore the internationally significant and unique medieval site which has been integral to the history and fine choral tradition of Wells Cathedral since 1348. As well as safeguarding the future of Vicars' Close, the project will provide an ambitious new visitor experience and programme of events to uncover and celebrate our heritage. This includes opening six special buildings to the public for the first time, with new interpretation that will explore the Close's social, architectural, and musical stories.

Further details of the Cathedral's life may be found on the Cathedral's website:

www.wellscathedral.org.uk

Person Specification

Qualifications and Experience

Essential

- Minimum of 5 GCSEs (or equivalent) at Grade 4/C & above, including English & Mathematics.
- Proven experience of working in a similar role.

Desirable

- An understanding of the structures and governance of the Church of England.
- Studying towards, or qualified in, AAT (Level 2 or above) or an equivalent accounting qualification.
- Experience of working within a charity, not-for-profit or ecclesiastical organisation.

Skills and Abilities

Essential

- Strong numeracy skills and financial awareness.
- Excellent attention to detail and accuracy.
- Strong communication and relationship-building skills.
- Proficient in Microsoft 365 applications, particularly Excel.
- Able to organise and prioritise workload effectively.
- Proactive and solution focused.

Desirable

- Knowledge of Xero accounting software.
- Knowledge of Spektrix or similar ticketing and CRM systems.
- Knowledge of EPOS systems.

Work-related Personal Qualities

Essential

- Positive, enthusiastic, and proactive, with a can-do attitude.
- Able to work in sympathy with the aims and ethos of the Church of England and the Cathedral's values and code of conduct.
- Well organised and adaptable, able to manage competing priorities and meet deadlines.
- Accurate and detail-oriented, with the ability to work efficiently under pressure.
- Self-motivated and accountable, taking ownership of tasks and seeing them through to completion.
- Supportive and collaborative, building effective working relationships with colleagues and stakeholders.
- Committed to continuous improvement and delivering high standards of service.

Desirable

- An interest in the charity sector and charity accounting.

Main Terms & Conditions

Employment status:	Permanent												
Location:	Wells Cathedral, Wells, Somerset. BA5 2PA												
Hours of work:	Part-time, 28 hours per week.												
Remuneration:	Salary range: £21,200–£22,800 per annum (£26,500–£28,500 FTE)												
Discount:	A discount of 10% is available from the Cathedral Shop and The Loft Café.												
Parking:	Limited parking is available in the Cathedral car park. Cars are parked at the risk of the owner.												
Pension:	Defined Contribution Scheme. Contributions as % of salary: <table><tr><td>Age</td><td>Employee</td><td>Employer</td></tr><tr><td><50</td><td>3%</td><td>5%</td></tr><tr><td>50–55</td><td>4%</td><td>8%</td></tr><tr><td>>55</td><td>5%</td><td>10%</td></tr></table>	Age	Employee	Employer	<50	3%	5%	50–55	4%	8%	>55	5%	10%
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50–55	4%	8%											
>55	5%	10%											
Expenses:	All reasonable working expenses will be met in line with Cathedral policy.												
Holiday:	6.8 weeks per annum inclusive of bank holidays. The holiday year runs from 1 January to 31 December. Annual leave is authorised by the Finance Manager.												
Probation:	This post will be subject to a probationary period of 6 months. The post-holder will, during their probationary period, be required to satisfactorily complete learning in Health & Safety and in Safeguarding as deemed by the Cathedral to be relevant and appropriate to this post. The appointment is subject to the satisfactory completion of all pre-employment checks, including a basic Disclosure and Barring Service check.												

How to Apply

Applications:

Closing date: **Monday 5 October 2026, 9am**

A completed [Application Form](#) and [Equal Opportunities Monitoring Form](#) should be returned to the Human Resources Department by email to: recruitment@wellscathedral.org.uk

Shortlisting:

Shortlisting date: **Tuesday 6 October 2026**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills.

We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager, and interview panel. All applicants will be notified of the outcome of the shortlisting process.

Selection process:

Interview date: **Friday 9 October 2026**

The appointment will be subject to the satisfactory completion of pre-employment checks, including references and a satisfactory basic DBS check.

Further information:

We hope you find this pack provides all the information you need in order to consider your application for this post.

If you have any questions, or would like an informal conversation about the post, please contact the Finance Manager, Dominique Guatieri by email to: dominique.guatieri@wellscathedral.org.uk

Safeguarding

We are committed to the safeguarding and protection of all children, young people, and adults, and the care and nurture of children within church communities. We will carefully select, train, and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent, and transparent;
- Take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility, or authority where they are trusted by others; and
- Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website at www.wellscathedral.org.uk/safeguarding

The successful candidate will be required to complete a Declaration of Suitability as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process. All forms will be kept securely in compliance with the UK General Data Protection Regulation and the Data Protection Act 2018.