



The Bishop's Palace
WELLS · SOMERSET

Job Description

Title	Financial Controller
Hours	37 Hours per week (Part time 4 days pw considered)
Report to	Chief Executive Officer
Remuneration & Benefits	£47,000-£49,000 per annum (FTE) 8% Employer Pension contributions, Death in service, Health Assistance Package. 25 days annual leave, Outdoor Theatre tickets, Membership and Guest membership to the Bishops Palace & Gardens.
Responsible for:	2 x PT Finance Team and 2 x PT Office Assistants. Management of External IT Support from Three Cherries
About The Bishop's Palace	The site and buildings of The Bishop's Palace and Gardens is owned by the Church Commissioners and managed by The Palace Trust. As a charitable organisation our mission is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning. The eight-hundred-year-old Palace sits among fourteen acres of stunning RHS partner gardens that draw 140,000 visitors per annum. The Palace is over 800 years' old and is Listed Grade I for its historic, cultural and architectural significance and there is huge potential to build on the success of the Gardens' visitor experience by bringing the built heritage much more into the consciousness of our visitors.
Purpose of role	To lead and be responsible for the delivery of the strategy for the organisation's financial support functions which include: <ul style="list-style-type: none"> • Finance, IT and Data. • Successfully manage all Finance aspects of the Palace Trust and its subsidiary (Palace Enterprises) in conjunction with CE. • Collaborate with the CE and SMT to deliver the strategy which nurtures and sustains a collaborative culture in which employees are supported to develop professionally, perform at their best and collectively achieve outstanding results • Provide data and information that improves planning and decision making
Responsible for	Financial Management To oversee all aspects of the Palace Trust's financial management, in compliance with appropriate accounting standards and practices, company and charity law including: <ul style="list-style-type: none"> - Organisational and project budget setting in conjunction with the CE - Preparing and analysing monthly management accounts and providing detailed insight into variances - Monthly consolidation of group accounts - Balance sheet reconciliations - Completion of key reports to Trustees - Preparation of quarterly forecasts - Providing support with payroll, VAT and tax matters - Monitoring cashflow and working with CE to prepare cash flow projections. - Managing the annual audit process with collaboration with our current external auditors. - Carry out continuous reviews of working accounting practices and processes to ensure efficient and cost-effective operations. - Line manage 2 x PT finance team members

	<p>Data, IT and Administration To be responsible for the production of reliable and insightful management information. To ensure the effective utilisation, maintenance, development and delivery of The Palace Trust's technical and administrative support functions, including data management, IT systems (incl telecoms, software licensing), IT support, insurance and office equipment. To manage support contracts that fall within this area. -Line manager 2 x PT Office Assistants</p> <p>General To share with other members of the Senior Management Team collective responsibility for the day-to-day management and long-term sustainability of The Palace Trust. To act as Duty Manager as and when required on a rota basis with other managers. This includes occasional evening, weekend and bank holiday cover. To carry out such other duties as may be required either on a regular or occasional basis</p>
Purpose, Vision and Values	<p>As a charitable organisation our aim is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.</p> <p>Our Vision To inspire and touch the lives of many by offering joy, healing, hope and wellbeing.</p> <p>Our Purpose To conserve and share the Palace and its story as a place of enjoyment and reflection for the benefit of all.</p> <p>What we value Authenticity • Inclusivity • Hospitality • Spirituality • Generosity • Sustainability</p>
Key internal contacts	<ul style="list-style-type: none"> • CE and SMT • Trustees <ul style="list-style-type: none"> • All teams across the site

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Qualified Accountant with at least 3 years post qualified experience • Previous experience working with a Senior management team to plan and deliver strategic objectives and financial priorities • Experienced with accounting and reporting systems (Sage) • Managing, delegating, motivating and monitoring team activity • Proven track record of managing business risk • Data analysis to extract patterns and trends in performance • Assessing performance using operational metrics • Excellent communication skills 	<ul style="list-style-type: none"> • Management of IT contracts • GDPR • Experience of charity sector accounting and reporting • Experience of systems implementation

How to Apply:

Send your CV along with a Covering letter to Recruitment@bishoppalace.org.uk.

Closing date for applications will be 12 noon on Thursday 15 May 2025.

Interviews will be scheduled for the w/b 19 May 2025.

Anticipated start date: Mid-June 2025