

Chief Finance Officer Application Pack



**BRISTOL
CATHEDRAL**

ABOUT BRISTOL CATHEDRAL:

Bristol Cathedral is here to:

- Follow Jesus Christ
- Worship God
- Serve others
- Transform communities
- Support the Bishops and the Diocese

Our values are to be open, generous, creative and brave.

The Cathedral is open 365 days per year and welcomes over 300,000 visitors annually. Visitors come to us for many reasons. Some come to worship at one of over twenty services per week. Some come to enjoy learning about the history of the building (dating back 900 years). Some come to find a quiet space in a crisis, or as a break in the middle of their working day. And some come to attend one of the sixty or so varied cultural and community events that we run each year. Then, of course, there is our civic role as a gathering place in the city to mark significant national events (most recently the Platinum Jubilee, the death of Her Majesty Queen Elizabeth II and the coronation of His Majesty King Charles III).

In the wake of the toppling of the Edward Colston statue in our city in 2020, we have been working to understand the Cathedral's historical involvement in the transatlantic chattel enslavement of African people. This work has been costly (an investment Chapter and other funders have been privileged to make) but has revealed stories that we have now been able to tell – through our exhibition “All God's Children”. This “truth telling” has been a crucial first step in developing a racial justice strategy alongside the communities impacted by this trade, which will embed these stories into the Cathedral in the future and inform our decision making as we develop and grow the Cathedral.

Holding that all together is a small team of clergy and lay staff – around 40 of us in total – and a committed community of volunteers and congregation. You might imagine that working in a Cathedral is quiet and a bit sedate. That couldn't be further from the truth. While there are moments when you can experience the peace of the building or finish your week in quiet reflection at evensong on a Friday – the life of the Cathedral is busy and varied. There aren't many days that are the same as the one before.

Here's a snapshot of some of the things we have done over the last couple of years:

- Hosted a mass singing event, Sing for the King, to mark the coronation of His Majesty King Charles III, in partnership with St George's.
- Worked with the Muslim community to put on a grand iftar in the Cathedral during Ramadan.
- Welcomed primary school children from south Bristol to sing with the Cathedral choir at evensong.
- Provided a safe space for “Listening Spaces” following the violence in the summer of 2024.
- Created All God's Children, an exhibition about the Cathedral's historic involvement in the transatlantic chattel enslavement of African people.
- Celebrated the late Queen's Platinum Jubilee with a community party on College Green.
- Hosted the closing ceremony for the Diaspora Festival.
- Held a full programme of services and concerts over each Advent and Christmas.
- Celebrated Palm Sunday with a procession on College Green featuring a real donkey.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Chief Finance Officer
Line Manager	Chief Operating Officer
Line management responsibility	Assistant Finance Manager
Full Time/Part Time (hours)	Three days per week to include Mondays. This role may require some evening and weekend work.
Salary	£30,000 (£50,000 FTE)
Annual leave	25 days + 8 bank holidays per year increasing after five years of employment. It is also the practice of the Cathedral to offer staff the three days between Christmas and New Year as additional discretionary leave.
Pension	7% employer contribution, 5% employee contribution
Location	Based in the Cathedral offices with flexibility to work from home for some of the week by agreement with your line manager.
Other benefits	We offer a cycle to work scheme, a salary sacrifice electric car leasing scheme and an employee assistance programme for employees.

Overall purpose of post
To provide strategic financial leadership across Bristol Cathedral (including our trading subsidiary Bristol Cathedral Enterprises Ltd).

Responsibilities and accountabilities	Nature and scope of role
Strategic	<ul style="list-style-type: none"> • Provide strategic financial leadership across the organisation • Working with the Canon Treasurer (Chair of the Finance Committee) and COO to lead the development of the Cathedral's financial strategy, annual budget and long term planning. • Work with the COO and senior members of staff and clergy in developing the Cathedral's commercial strategy and delivery. • Providing strategic business planning support to all commercial and charitable operations. • Be a part of the Senior Management Group taking a leadership role across the whole of the organisation. • Communicate the Cathedral finances to a range of stakeholders as required (e.g. Cathedral congregation, volunteers, funders, donors etc). • Work with the Finance, Audit and Risk Committee and Chapter to ensure that investments are delivering the best possible return. • Oversee the introduction of a coherent pay scale for the Cathedral and its trading company.

<p>Operational</p>	<ul style="list-style-type: none"> • Ensure the effective management of the Cathedral finances including payroll, working closely with the Assistant Finance Manager. • Oversee the preparation of year-end reports and financial statements for Bristol Cathedral and Bristol Cathedral Enterprises Ltd. • Responsible for ensuring an effective routine of internal and external audit. • Leading the process for re-tendering for auditors from time to time. • Oversee the induction and set up of new auditors in 2025. • Oversee financial claims and grant funding processes for fabric work and other major projects. • Oversight of the various requirements of HMRC, including VAT, PAYE, and NI. • Oversight and authorisation of claims for Gift Aid and under the Listed Places of Worship Grant Scheme. • Ensure effective financial controls are in place. • Ensure there are robust and effective financial reporting processes and systems in place so that Managers, Senior Leaders and Trustees are able to make effective decisions. • Ensure compliance with all relevant accounting standards and regulations and all relevant legal frameworks. • Support departments across the Cathedral with project development by advising on financial and commercial plans. • Work with the COO and Clerk of Works to effectively manage contracts held by the Cathedral (e.g. maintenance, IT, HR etc) and ensure value for money. • Be the lead liaison on the Cathedral's relationship with our Bankers, Insurers and Investment Managers.
<p>Governance (Finance)</p>	<ul style="list-style-type: none"> • Attend Chapter meetings (currently every other month on a Wednesday at 8.30am) and provide regular written and verbal reports. • Work with the Canon Treasurer, Dean and COO to ensure that management information is presented in a transparent way that enables strategic decisions to be taken by Chapter. • Act as clerk to the Finance, Audit & Risk Committee – liaising with the Canon Treasurer to ensure the committee functions well with papers being sent out in a timely way. • Ensure the Finance, Audit & Risk Committee regularly reports to the Trustees (at each Trustee Meeting). • Review any governance arrangements related to finance (e.g. Statement of Delegated Authority) at appropriate intervals. • Work with fundraising and communications colleagues to review the presentation of our Annual Report and Accounts to make it focused on impact and to make it more accessible.
<p>Property</p>	<ul style="list-style-type: none"> • Be responsible for developing and implementing our strategy in relation to residential property. • Oversee residential property transactions. • Work with the Clerk of Works to ensure that our property assets are maintained effectively.

Safeguarding	<ul style="list-style-type: none"> • Contribute to effective safeguarding systems and culture within the Cathedral alongside other members of the Senior Management Group. • Undertake any required safeguarding training. • Follow all safeguarding policies and procedures.
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Generic responsibilities of all staff	
<p>As the Cathedral runs with a small team all staff are expected to act flexibly and cover for each other occasionally when required. Duties could include:</p> <ul style="list-style-type: none"> • Ensure Safeguarding policies and procedures are implemented whilst undertaking the role, and promoting and working within a positive Safeguarding culture. • Welcoming and helping any visitors and volunteers who need assistance, providing a high level of care and attention. • Dealing promptly and courteously with any in-coming queries and telephone calls. • Assisting with events, services and meeting organisation. 	
<p>All staff are required to follow the policies and procedures set out in the staff handbook. All staff are expected to pay particular attention to the requirements of the child and adult safeguarding policies and health and safety. All staff are expected to treat each other with respect and dignity in the workplace.</p>	
<p>To undertake as requested other duties as may reasonably be expected.</p>	

Person specification		
Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • ICAEW, ACCA or CIMA qualified 	
Experience	<ul style="list-style-type: none"> • Experience of leading a relevant, busy, finance department. • Experience of preparing statutory financial statements. • Experience of strategic financial planning and business planning. 	<ul style="list-style-type: none"> • Experience of working in the charity sector. • Experience of the Church of England. • Experience of managing property assets
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Knowledge of HMRC requirements for different organisations (PAYE, VAT etc.) • Familiarity with multi-fund accounting software • The ability to build and maintain effective working relationships with colleagues, volunteers and external partners. • Strong verbal and written communication skills, with the ability to communicate financial matters to non-financial colleagues and stakeholder. • The ability to prioritise tasks and manage time effectively. 	<ul style="list-style-type: none"> • Familiarity with Sage 50 Accounts software. • Familiarity with charity accounting and reporting (SORP). • Familiarity with company accounting and reporting (Companies Act)

	<ul style="list-style-type: none"> • Strong IT skills with good working knowledge of Microsoft packages and the internet (e-mail and research tools). • Effective line management skills • Strong communication skills to be able to communicate complex ideas in an accessible way to a variety of audiences. 	
Behaviours	<ul style="list-style-type: none"> • An enthusiastic and skilled leader. • The ability to see the big picture – thinking about the whole organisation. • An ability to be proactive, and act on own initiative, as well as to collaborate across an organisation. • Creative and entrepreneurial thinking. • A willingness to work flexibly and an openness to change. • An ability to evaluate, learn and develop. • Confidence to speak truth to power when necessary and the ability to “managing up”. 	
General	<ul style="list-style-type: none"> • To be in sympathy with the Cathedral’s Christian mission and the values of the Church. • To act with integrity and honesty. • To support the Cathedral values of being open, generous, creative and brave. 	

General notes

This is a description of the job as it is currently defined. It is the practice of Bristol Cathedral to periodically review job descriptions as the priorities and requirements of the Cathedral change over time. The review would be conducted by the line manager, in consultation with the post holder. Bristol Cathedral reserves the right to make changes to the job description, in line with the procedures set out in the staff handbook.

APPLICATION PROCESS

Please complete an application form and return it to hr@bristol-cathedral.co.uk (note that CVs will not be accepted). Ensure that you fill out the safeguarding declaration at the end of the form and click on the link to fill in the equalities monitoring form online. The application form can be downloaded from our [website](#).

Closing date for applications is 9am on Monday 28th October 2024.

If you are shortlisted, the interviews will take place on either Tuesday 5th or Wednesday 6th November. They will be in person and will take place at Bristol Cathedral, College Green, Bristol BS1 5TJ.

If you would like an informal conversation regarding this role, please contact our Chief Operating Officer, Ben Silvey (ben.silvey@bristol-cathedral.co.uk).