

Application Pack

Cathedral Finance Committee member

November 2025

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CATHEDRAL

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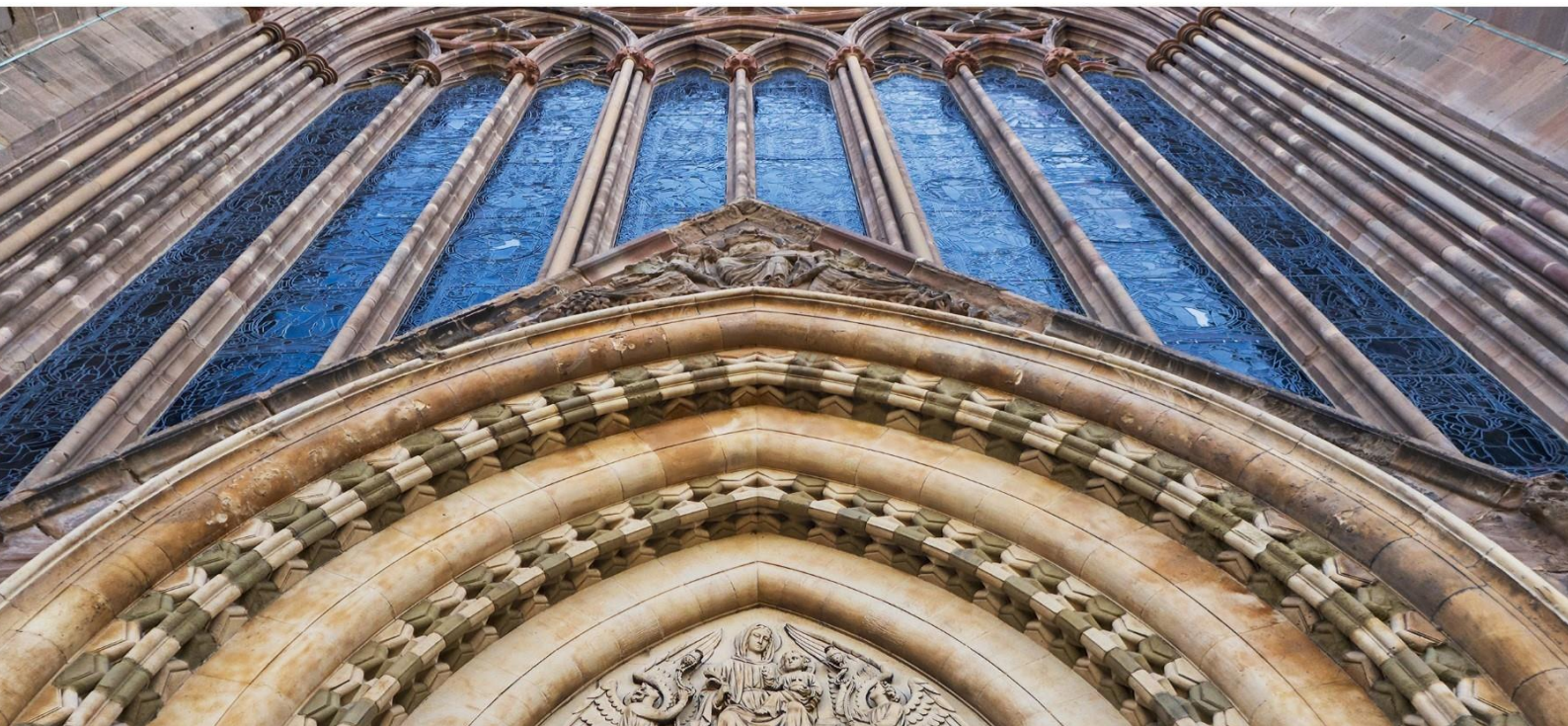
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About Worcester Cathedral

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.

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.

At the heart of everything that Worcester Cathedral does lies the commitment, inspired by its Benedictine heritage, to prayer, learning and welcome; and promoting the values of love, compassion, justice and freedom. The vision for Worcester Cathedral is to be a place of prayer, learning and welcome. With the vision and values in mind, the aims and purpose of Worcester Cathedral is to be:

- A community proud to share the amazing quality and heritage of the Cathedral;
- A place of breadth and depth in worship and prayer;
- A place of learning, discipleship and nurture;
- A catalyst for campaigning and awareness on the environment and social justice;
- A resilient organisation with stable finances.



Management and Governance

The governance of Worcester 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 eight times a year. Under the current Constitution and Statutes, there are four main committees that have delegated tasks from Chapter. These include the Safeguarding Committee, the Finance Committee, the Congregational Committee, and the Nominations Committee.

The Senior Executive Group (SET) is responsible for the day-to-day good management of the Cathedral, operating under the oversight of the Chapter to further the objects of the Cathedral and to implement its strategic and operational aims, vision and priorities. Through the SET, the Dean, the Residentiary Canons, the Chief Operating Officer (COO) and the Chief Financial Officer (CFO) 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) is comprised 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, ensuring that the Cathedral's Vision is held across all its activities.

The Finance Committee reports directly to the Chapter with the function of advising the Chapter in connection with its responsibilities for the management of Cathedral finances, property and investments. Members are selected for their financial or business experience. The Finance Committee is supported by the COO, the CFO and the Director of Fundraising. The Finance Committee has a subcommittee to advise and monitor the Cathedrals' investments.



The Role



Role:	Finance Committee member
Location:	Worcester Cathedral
Reporting to:	The Dean and Chapter (via the Chair of the Finance Committee)
Tenure:	This is a three-year appointment in the first instance, with the opportunity to renew for two further, consecutive terms.

Job purpose:

The Chapter members, as the charity trustees, are collectively responsible for managing the financial assets of the cathedral. The Finance Committee is tasked with keeping the activities and management of the Cathedral under review, in relation to such matters as the Chapter has specified in the Finance Committee Terms of Reference.

COMMITMENT

Meetings: The Finance Committee meets formally 4 times per year (usually between 9.30am and 11.30am on a weekday morning, although this may vary). Papers are received in advance, and all members of the Finance Committee are expected to have read papers and be prepared to contribute as needed to discussion. Expenses can be claimed for attendance at meetings or carrying out functions on behalf of the Chapter.

For an informal conversation about this post, please contact the Dean by emailing thedeansoffice@worcestercathedral.org.uk.

Job Description

RESPONSIBILITIES

The **Finance Committee** is responsible for:

- Monitoring and reviewing the overall financial strategy and financial policies, with a five-year time horizon, of the Chapter and formulating and making recommendations to Chapter.
- Exercising oversight of the financial procedures and delegations across the cathedral and making recommendations to Chapter as required.
- Reviewing the Chapter's draft annual budget, including proposed capital expenditure and major projects, and providing advice to Chapter to assist Chapter's consideration and approval of the budget.
- Monitoring the most recently prepared financial management information including management accounts, performance against budget, relevant key performance indicators, forecasts and cash flow forecasts, and reporting to the Chapter.
- Reviewing the draft annual accounts and auditor's report and meet with the auditors as necessary and recommend adoption of the annual accounts.
- Exercising oversight of financial implications of proposed and actual events and major projects and developments, including scrutinising judgements and financial management systems, and making recommendations to Chapter as appropriate.
- Approving items of expenditure not included in the annual budget where required of amounts in excess of £25,000.
- Considering and recommending to the Chapter all banking arrangements including selection of bank counterparties and bank mandate arrangements.
- Monitoring borrowing requirements, including any overdraft facilities and any loans taken out by the cathedral and reviewing compliance against covenants, and reporting regularly to the Chapter.
- Monitoring and reviewing the Chapter's arrangements in relation to investments to yield the best financial return within the level of risk considered acceptable by the Chapter, including review of the investment policy, ensuring that investment arrangements are aligned with the Chapter's long-term objectives and ethical policy and ensuring compliance with endowment and other restrictions.
- Monitoring performance of investment and property managers, receiving their reports and making recommendations to the Chapter in relation to the appointment, reappointment and removal of the Chapter's advisors and managers.

Job Description

RESPONSIBILITIES (continued)

- Receiving periodic performance reports covering the main income generating activities of the cathedral including those of Worcester Cathedral Enterprises Limited and any other commercial enterprises, development board and fundraising activities and those activities where significant costs are incurred and reporting to the Chapter as required.
- Reviewing the Chapter's arrangements in relation to reserves, including its reserves policy and making recommendations to the Chapter.

The Finance Committee also acts as the **Audit and Risk Committee**, in accordance with the Cathedrals Measure 2021. In this capacity, the Finance Committee is responsible for:

- Reviewing the annual report and financial statements, paying particular attention to accounting policies, areas involving significant judgement or estimation and compliance with financial reporting requirements and accounting standards, and recommending them to Chapter for approval;
- Reviewing the scope and results of external audit work, including the adequacy of management responses;
- Reviewing the performance of external auditors, including recommending the appointment and remuneration of external auditors to Chapter when required;
- Monitoring the processes for assessing, reporting, mitigating and owning business risks and their financial implications, including financial, governance and safeguarding risks;
- Reviewing the risk register at least annually, and ensuring Chapter's internal processes facilitate the prompt reporting of serious incidents, control failures and emerging risks;
- Reviewing and recommending to Chapter the organisation's policies for counter-fraud, anti-money laundering, whistle-blowing and cyber and information security; and
- Reviewing arrangements by which staff may, in confidence, raise concerns about possible improprieties relating to finance or other aspects of the cathedral's operations to ensure that arrangements are in place for the investigation of such matters and for appropriate follow-up action.

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.

Person Specification

The Committee members should, collectively, possess appropriate knowledge and skills in accounting, risk management, audit, financial governance and other technical issues relevant to the business and strategic management of the cathedral.

Essential

1. Committed to the Cathedral's Christian vision, values, mission and ministry.
2. High personal and professional integrity.
3. Strategic financial and business acumen, with the ability to take a broad, long-term view of financial planning and strategy.
4. Previous experience in a senior finance leadership role in an executive or non-executive capacity.
5. A collaborative and constructive approach to governance, working effectively with fellow Committee members and staff.
6. Excellent communication skills, particularly the ability to convey financial information clearly to non-specialist audiences.

Desirable

7. Proven senior financial leadership experience, supported by accountancy qualifications and a sound understanding of charity financial management practices.
8. Knowledge of relevant aspects of Charity (and Company) Law, along with awareness of current trends in charity or corporate governance.
9. A willingness to contribute to wider Committee discussions beyond the financial scope of the role.



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How to apply

To express an interest in this role, please send a CV, the details of two referees who can speak about your relevant experience and personal qualities (please note that, if applicable, one of your referees should be your current employer, and that references will usually only be contacted if you are shortlisted for the role), and a supporting statement (maximum of 2 pages) to demonstrate how you meet the requirements of the person specification to:

Email: jobs@worcestercathedral.org.uk

Interviews will be arranged at a mutually convenient time.





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www.worcestercathedral.co.uk



Worcester Cathedral is fully committed to Equal Opportunity policies.