



Application Pack

Chief Financial Officer
December 2025

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CATHEDRAL

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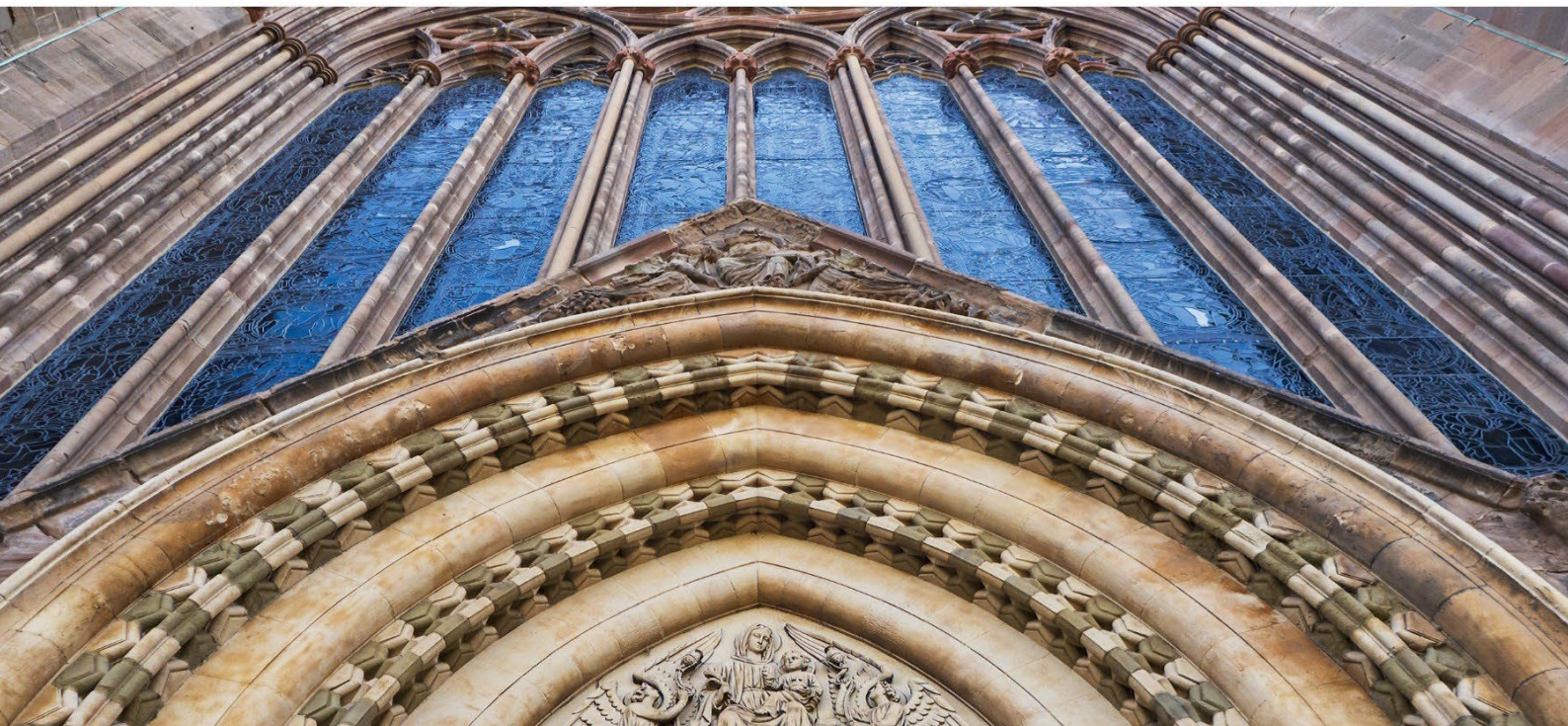
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About Worcester Cathedral

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 their praises of God each day, serving the city and diocese of Worcester and attracting visitors from all over the world.

The 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, to provide a warm welcome to our visitors to learn more about the history of the building, attend our many events and activities and to experience the spiritual opportunities of the 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 the 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 monthly.

Under the current Constitution and Statutes, there are four main committees that have delegated tasks from Chapter, including the Safeguarding Committee, the Finance Committee, the Congregational Committee, and the Nominations Committee. In addition, there are other standing groups, such as the Fabric Advisory Committee (required under the Care of Cathedrals Measure).

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 Chapter and to implement its strategic and operational aims, vision and priorities. Together with the COO through this meeting the Dean and Residentiary canons 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) comprises 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 so as to and ensuring that the Cathedral's Vision is held across all its activities.



Chief Financial Officer

The role of the Chief Financial Officer (CFO) is one of two statutory chief officer roles under the Cathedral Measure 2021.

The CFO will lead in the development and implementation of the Cathedral's financial strategy and objectives, providing expert financial guidance and support to Chapter and senior colleagues to develop strategy to deliver Chapter's vision. The postholder will ensure law and regulatory compliance and that all aspects of financial planning and management are conducted to provide accurate, relevant and timely financial information to the Cathedral Chapter and the Directors of Worcester Cathedral Enterprises Ltd.

Overall executive leadership at the Cathedral is exercised by the Senior Executive Team (SET). The SET comprises the Dean (as CEO), the residentiary canons, the Chief Operating Officer (COO) and the Chief Financial Officer (CFO). The Senior Executive Team meets weekly, and the CFO is expected to take an active part in those meetings and the wider executive function.

The Senior Management Group comprises the residentiary canons, the COO and all heads of departments, and meets monthly. The CFO will be a key senior member of this team, and as such will be expected to play an active role in maintaining and promoting the existing positive culture of Worcester Cathedral, acting as an ambassador internally and externally. The CFO will deputise for the COO on occasions.

The CFO will play a lead role in advising the Finance Committee and Chapter. They will attend all Chapter and Finance Committee meetings.

The CFO will support the Clerk of Works in the development of the Cathedral's Property portfolio and our Net Zero Carbon Strategy.

Job Description

Job title:	Chief Financial Officer
Department:	Finance
Reporting to:	Chief Operating Officer
Direct reports:	Accounts & Payroll Manager, Management Accountant, Finance Assistant
Hours of work:	37.5 per week
Salary:	£65,000

Main duties and responsibilities:

Strategic:

- Overall responsibility for the finance function ensuring the accurate and timely presentation of management accounts, budgets and cashflow reports and annual accounts for the Cathedral and Enterprises.
- Work with the COO and senior members of staff and clergy in developing the Cathedral's commercial strategy.
- Reporting to Chapter on all finance related matters, making an effective and strategic contribution to the Cathedral's financial decision making.
- Be a part of the Senior Management Team taking a leadership role across the whole of the organisation, supporting Chapter and Heads of Departments, and working constructively with the COO and Finance Committee.
- Proactively assess the impacts on finances to identify and mitigate any significant risks.
- Communicate the Cathedral finances to a range of stakeholders as required (e.g. Cathedral congregation, volunteers, funders, donors etc) clearly and concisely.
- Work with the Finance Committee and Chapter to ensure that investments are delivering the best possible return.
- To attend meetings of the Cathedral's governance committees, and work with the chairs in the production of committee reports.

Operational:

- Line manage and work closely with the Finance Team to ensure the effective management of the Cathedral finances, and those adequate financial systems, controls, KPIs and continuity plans are in place.

Job Description

- Oversee the preparation of year-end reports and financial statements for the Cathedral, Enterprises Ltd and St Oswald's.
- Produce and oversee the annual budget and re-forecast during the financial year.
- To be accountable for the accurate and timely delivery of monthly management accounts and balance sheets, with appropriate reporting, as well as other forecasts and information as required.
- Responsible for ensuring an effective routine of internal and external audit.
- Oversight of the various requirements of HMRC, including VAT, PAYE, and NI.
- To ensure all financial and business-related matters are handled in a compliant manner, e.g. gift aid, pensions, payroll, annual returns and legacies. To ensure that the Cathedral's restricted funds and investments are effectively managed and accessible to support cash flow or key projects as needed.
- Ensure compliance with all relevant accounting standards, financial policies, regulations and all relevant legal frameworks, together with appropriate management and financial controls and reconciliations are in place, and that the Cathedral has effective banking arrangements.
- Support departments across the Cathedral with project development by advising on financial and commercial plans and help develop capital projects and generate business cases and financial forecasts for major developments, undertaking effective tendering for works, and to fulfil the reporting requirements, and their terms and conditions, for donors and grant-making bodies.
- Work with the COO to effectively manage contracts held by the Cathedral (e.g. maintenance, utilities, etc) and ensure value for money.
- Be the lead liaison on the Cathedral's relationship with our Bankers, Insurers and Investment Managers.
- To support the COO and Directors of Enterprises in ensuring that the activities carried out by Enterprises are properly costed, and that all business plans are robust, generating positive returns, with stocks correctly accounted for, reducing the risks wherever possible.
- To ensure the Cathedral invests and prioritises its commitment to the Cathedral's Net Zero strategy.

Governance

- Attend Chapter meetings and provide regular written and verbal reports.
- Work with the Chair of Finance Committee, Dean and COO to ensure that management information is presented in a transparent way that enables strategic decisions to be taken by Chapter.
- Attend the Finance Committee meetings, liaising with the Chair of Finance to ensure the committee functions well with papers being sent out in a timely way.
- Review any governance arrangements related to finance (e.g. Statement of Delegated Authority) at appropriate intervals.

Job Description

Property

- To provide support to the Clerk of Works in the production and implementation of the property strategy ensuring that it is well considered; investments in the property portfolio are proportionate and effectively delivered; and the returns from rented property are maximised.
- Oversee financial claims and grant funding processes for fabric work.
- Be responsible for developing and implementing our strategy in relation to residential property.
- Oversee residential commercial property leases and transactions.
- Ensure that our property assets are maintained effectively.
- To support and deliver the Cathedral's Net Zero Carbon Strategy to include reducing energy costs on the Cathedral Carbon Footprint.

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.

Confidentiality

Due to the nature of the information being handled in this role, high levels of confidentiality and discretion will be expected.

Person Specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage, or those which the job holder can be trained to do.

PERSON SPECIFICATION		
Key Criteria	Essential	Desirable
Qualifications and Experience	<p>A relevant financial qualification (e.g. ICAEW, ACCA, CIMA, CIPFA)</p> <p>An in-depth understanding of current financial challenges and opportunities</p> <p>Understanding of Cathedral accounting, current regulations and tax planning</p> <p>Experience of financial project management</p>	Previous experience working with volunteers
Skills and Abilities	<p>Excellent analytical skills</p> <p>Ability to communicate information and financial data effectively and confidently across the Cathedral as required</p> <p>Advanced IT skills; highly proficient in all Office packages, finance and management software</p>	<p>An understanding of the complexities of managing financial decisions within a Cathedral or Church of England setting</p> <p>An understanding and experience in safeguarding best practice</p>

Working for us

Salary

The salary is £65,000 per annum.

Working Patterns

This post is a full-time position of 37.5 hours a week, Monday to Friday, with some flexibility required to attend some events and activities outside of these core hours.

Annual Holidays

The holiday entitlement is 25 days per annum plus 8 bank holidays and 4 discretionary Cathedral additional leave days, or pro rata for part time.

Pension scheme

All eligible members of staff will be automatically enrolled into the occupational Staff Pension Scheme, operated by Royal London. Contributions will be payable by the member of staff at 4% of basic salary and a 5% contribution by the Chapter. There is also death in service cover offered to all staff. The Chapter may amend the pension scheme at any time.

Staff discount

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.

Employee Assistance Programme

All employees and their immediate family have access to a range of confidential support through our commissioned employee assistance programme.



How to apply

Application forms for the post of Management Accountant should be emailed to Becky Lowe, at hrteam@cofe-worcester.org.uk.

Alternatively, you can post them to:

Becky Lowe, HR Manager
Diocese of Worcester
16 Lowesmoor Wharf
Worcester
WR1 2RS

If you have any questions about this role, get in touch with Becky Lowe on 01905 730730.

The closing date is Monday 5th January (we reserve the right to close this vacancy earlier than stated and an early application is encouraged).

Interviews will be held on Friday 16th January 2026.

If you do not hear from us within 5 days of the closing date, then you will not have been shortlisted. Due to the volume of applicants, we unfortunately are not able to respond to everyone individually at this stage.





The Chapter Office
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Worcester Cathedral is fully committed to Equal Opportunity policies.