



WORCESTER
CATHEDRAL

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Application Pack

Finance Director

October 2026

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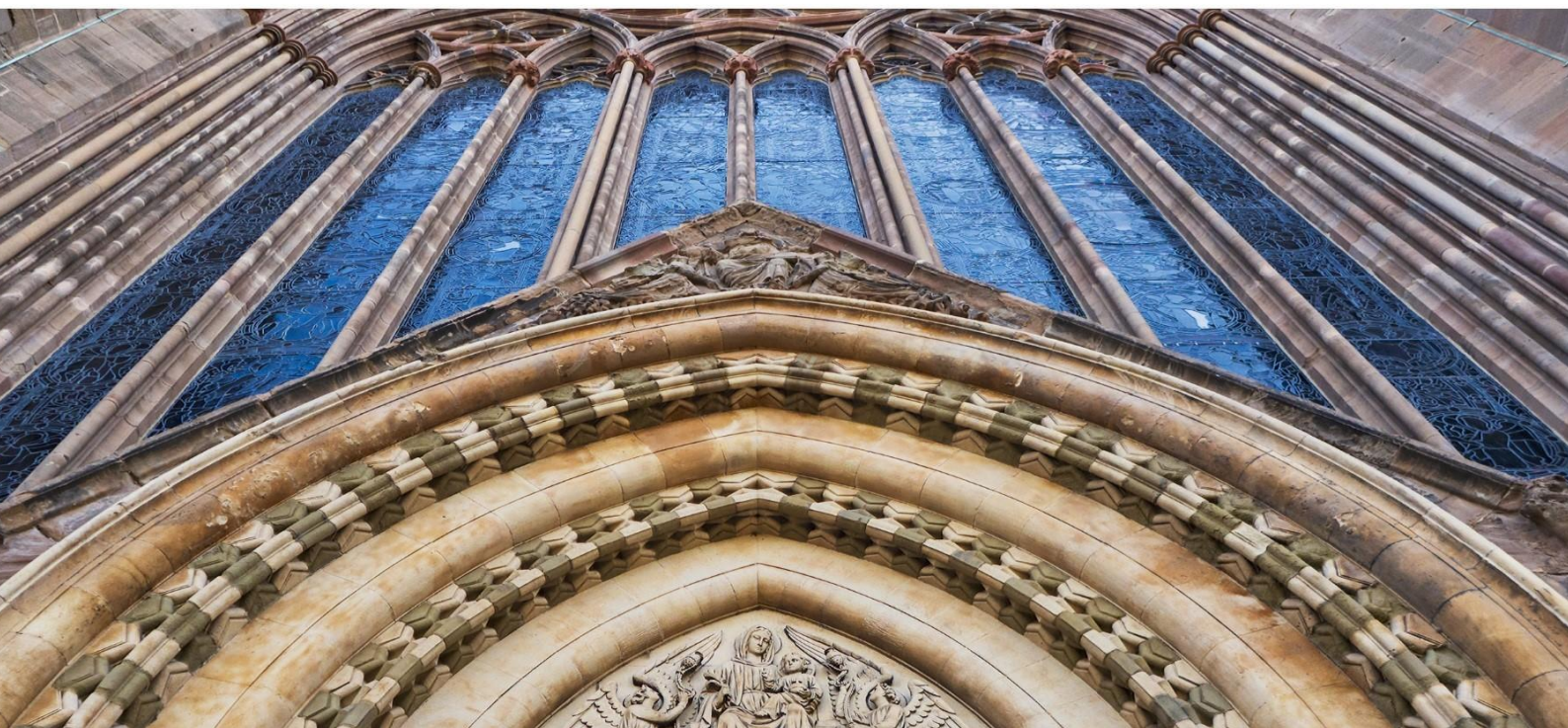
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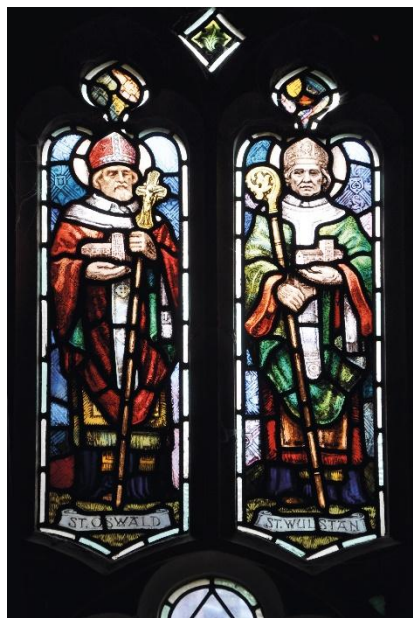
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About Worcester Cathedral



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.

Cathedrals are unique and wonderful spaces, providing welcome and inspiration to pilgrims, visitors and future generations. They are integral to their local communities (never more so than during the coronavirus pandemic) but also recognised nationally and globally as key heritage sites.

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.



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 Team (SET) is responsible for the day-to-day 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.

The Cathedral is blessed with a committed and skilled workforce, who are deployed to such diverse functions as welcome, events management, education, worship, finance, fundraising, stonemasonry, estates management and maintenance, music, communications, library collections and archaeology. In addition, the Cathedral's central function also supports the retail and catering operations of Worcester Cathedral Enterprises Ltd and the management of St Oswald's Hospital almshouses.



Job Description

Finance Director

The role of Finance Director (FD) is one of two statutory lay Senior Leadership roles under the Cathedral Measure 2021.

The FD 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.

The postholder will ensure legal and regulatory compliance and that all aspects of financial planning and management are conducted to provide accurate, relevant and timely financial information to both 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 currently comprises the Dean (as CEO), the residentiary canons, the Chief Operating Officer (COO) and the Finance Director. The Senior Executive Team meets regularly, and the FD is expected to take an active part in those meetings and share corporate responsibility.

The FD will deputise for the COO on occasions and acts as an ambassador internally and externally.

The FD will play a lead role in advising the Finance Committee, Chapter and other sub-committees as relevant on financial matters. They attend all Chapter and Finance Committee meetings.

The FD also works collegiately with other members of the Senior Management Group (Function Leads) to exercise their responsibilities and ensure the Cathedral and its assets are safeguarded and positively promoted for future generations to enjoy.

Job Description

Job title:	Finance Director
Department:	Senior Executive Team
Reporting to:	Chief Operating Officer
Direct reports:	Finance Department and Trading Subsidiary
Hours of work:	37.5 per week
Salary:	c£60,000pa

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, St Oswald's 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 and Trading teams to ensure the effective management of the Cathedral finances, and those adequate financial systems, controls, KPIs and continuity plans are in place.
- Oversee the preparation of year-end reports and financial statements for the Cathedral, Enterprises Ltd and St Oswald's Charity.
- Produce and oversee the annual budget and re-forecast during the financial year.

Job Description

- 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 requirement 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, endowments 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

Under the guidance and with the support of the COO:

- Assist 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 integral to developing and implementing our strategy in relation to residential property.
- Oversee residential commercial property leases and transactions as required.
- 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.

Any other reasonable duties and responsibilities that may be required by Chapter or the Chief Operating Officer to support the smooth operation of the cathedral.

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

This role is subject to a basic DBS check.

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

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

Working for us

Salary

The salary is c£60,000 per annum

Working Patterns

This post is preferably a full-time position of 37.5 hours a week, Monday to Friday, however we may consider part time for an exceptional candidate. Some flexibility is required to attend events and activities outside of these core hours. Hybrid working is negotiable.

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.

Parking

City centre onsite parking is currently available free of charge.

Due to the seniority of the role the postholder is a key holder for the Chapter Office.



How to apply

Application forms for the post of Finance Director should be emailed to jobs@worcestercathedral.org.uk, together with a completed EDM form.

Alternatively, you can post them to:

Jodie Brookes, EA to the COO
The Chapter Office
The Old Palace, Deansway
Worcester
WR1 2JE

The closing date is Thursday 22 October at 12pm (we reserve the right to close this vacancy earlier than stated and an early application is encouraged).

Shortlisting will take place on **Monday 26 October**.

Interviews will take place on **Wednesday 28 October**. As there is a short turnaround between shortlisting and interviews, applicants are encouraged to keep the interview date available.

Should you have any queries about this post, please don't hesitate to contact Jodie Brookes at jodiebrookes-kavanagtesth@worcestercathedral.org.uk

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.