



Interim Chief Financial Officer

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Managing Director
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INTERIM CHIEF FINANCIAL OFFICER

Recruitment Information Pack

August 2024



Our Cathedral

Chelmsford Cathedral, nestled in the heart of Essex, is a remarkable gem. As one of the youngest cathedrals in England, it beautifully marries historical significance with contemporary relevance, making it a wonderful place of worship and a visitor destination.

The Cathedral's origins date back to the early 13th century. Outside, the walls are of flint mixed with blocks of stone and in the south-east corner you'll be able to spot a contemporary sculpture of St Peter by Thomas Huxley Jones. The South Porch, dating from the late 15th century, is faced with decorative stone and flint inlay. The South Porch was enriched in 1953 as a memorial to 'tasks and friendships shared' when US forces were stationed in Essex. The Cathedral also has much older links with the USA as Thomas Hooker, whom some have called 'the Father of American Democracy' was town lecturer (or preacher) here, before he had to leave for the New World because of his Puritan views.

The interior, with its grand arches and colourful gilded ceiling, is unexpectedly light and bright. Thoughtfully reordered in the 1980's, the original interior was creatively reimagined: a beautiful limestone floor was laid; a new organ built under the West Tower; and a new Westmorland slate altar designed by Robert Potter, architect to the re-ordering, was added. Not just a haven and place of spirituality, the Cathedral also boasts an impressive collection of modern art, providing a dynamic space where tradition meets contemporary creativity. Highlights include The Tree of Life mural by Mark Cazalet, exquisite embroidery by Beryl Dean and decorative pieces by sculptor Peter Eugene Ball.

A visit here promises a journey through time, an appreciation of artistic and architectural beauty, and a connection to the vibrant life of Chelmsford, Essex and East London beyond. Whether you're a local resident, pilgrim, or visitor exploring Essex, Chelmsford Cathedral is a space that will leave a lasting impression.

Job Description and Person Specification of the Interim Chief Financial Officer

Job Description

Job Title: Interim Chief Financial Officer (ICFO)

Reports To: Chief Operating Officer (COO)

Key Relationships: Finance Department, Heads of Departments, Finance Committee, Estates Committee and Audit & Risk Committee

Start Date: Mid September

Salary: £60,000 FTE per annum

Hours of Work: 21 hours per week (excluding lunch breaks). Some flexibility will be required to allow attendance at evening meetings and events.

Role Purpose

This is an interim role for a period in the region of five or six months whilst the Cathedral recruits a permanent CFO, following the implementation of the Cathedrals Measure 2021 by the Cathedral earlier this year. The Measure means that the Cathedral is now registered as a charity and falls under the regulation of the Charity Commission, as well as operating within the structures of the Church of England. The members of its Board - the Chapter - comprise ordained and lay professional members who are also charity trustees.

We are looking for an experienced, proactive and talented ICFO to help the Cathedral achieve its vision and calling. The role of the ICFO is one of two statutory chief officer roles under the Cathedrals Measure 2021. The ICFO will play a lead role in advising Chapter and will attend all Chapter and Finance Committee meetings. The ICFO is also a member of the Cathedral's Senior Leadership Team and will deputise for the COO on occasion. As a part of the Senior Leadership Team, the post holder will be working together with the COO, clergy and staff under the oversight of Chapter, to develop and deliver the Chapter's vision for the life of the Cathedral. The ICFO will lead and manage the finance department of the Cathedral, working closely with the Finance Assistant, other senior managers, external advisers and Chapter Members to enable the Cathedral administration to deliver its tasks in line with the vision, values, and aims of the Cathedral.

Duties and Responsibilities

Leadership and Management

- Work with the Senior Leadership Team, COO and Chair of the Finance Committee to shape, develop and execute the financial strategy to inform and support the Cathedral's plans, vision and mission
- Work with the COO and Chair of the Finance Committee to ensure appropriate oversight of financial decision making
- Lead and drive an appropriate approach to risk, in order to balance the need for diligent and rigorous financial and commercial management as well as an appetite for growth and investment
- As an Interim Chief Officer, work as part of the Senior Leadership Team to shape and promote an open, transparent, collaborative and inclusive culture
- Work with the COO to produce recommendations to help the organisation to scope new business possibilities and produce financial projections
- Identify new streams of income for the Cathedral and work with the COO to realise them
- Support the COO in managing the Cathedral's key risks, particularly in the sphere of finance
- Ensure the Cathedral invests and prioritises its commitment to the Cathedral's Net Zero strategy
- With the COO, work to identify new partnership opportunities and undertake appropriate diligence in them.

Key Deliverables

- Lead, with the COO, in the preparation of the 2025 annual budget
- Deliver the Cathedral's 31 December 2024 year end, preparing year end statutory accounts
- Work to prepare for the external audit process, which will commence in spring 2025
- Lead the work of the Finance Department of the Cathedral
- Ensure that relevant, timely and digestible monthly management information is appropriately produced and shared to ensure effective management and accountability
- Oversee the preparation of management and statutory accounts using the SORP, including liaising with auditors and ensuring the Finance Department's full compliance with internal and statutory standards
- Oversee the work of the Finance Assistant in managing and monitoring all department budgets, income and expenditure

- With the Finance Assistant, maintain and review systems and controls, including those for electronic banking, Direct Debit collections, and BACS payments to ensure that financial risks are being appropriately managed
- Take overall responsibility for the Cathedral's cashflow to ensure that appropriate cash balances are held to meet financial commitments.

Meetings

- The ICFO will be required to attend the following meetings:
 - Senior Leadership Team meetings fortnightly during the working day
 - Weekly 1-1 with the COO
 - Monthly Chapter meetings during the working day
 - Finance Committee meetings, after normal working hours every other month (except for December)
 - Audit and Risk meetings after normal working hours every other month (except for December).

Reporting and Communication

- Ensure high quality reporting on all financial and commercial related matters to enable an effective and strategic impact at a senior level within the Cathedral
- Together with the COO and Finance Assistant, drive and lead on producing information, KPIs, MI and data to share with the Finance Committee, Chapter and others
- Produce and support effective and clear communication about the Cathedral's financial affairs to various stakeholders
- Be a key contact for the Cathedral's investment fund managers and external auditors.

Continuous Improvement

- Drive and develop the Cathedral's financial policies, processes, systems and output
- Maintain an awareness and knowledge of current financial regulation and legislative changes as well as identifying and sharing new and emerging changes or risks
- Ensure that the highest standards of professional performance are maintained, lead mentoring and development of the Finance Department, participate in performance review and appraisal arrangements, continue professional development.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Person Specification**Qualifications**

- Educated to Degree Level or equivalent
- CCAB/CIMA Accountancy Qualification

DBS

- A standard DBS check will be required

Knowledge/Experience

- Experience of working in a cathedral setting
- Understanding of Church of England structures and finances
- Experience of working in the not-for-profit sector
- Experience of working at a senior level within a strategic role
- Experience in compliance, governance and internal control
- Experience of leading and managing a finance function including staff management and development
- Knowledge and understanding of charity finance
- Demonstrable experience of managing relationships and influencing stakeholders
- A proven track record of handling complex financial issues legally, confidently and successfully
- Excellent IT skills – particularly Excel analysis skills
- Good working knowledge of Sage 50
- Experience of working with a significant asset/property portfolio
- Capable of ensuring that IT systems, both financial and those related to other data and processes, are used to their maximum benefit
- Some understanding around safeguarding within the Church and Cathedrals would be helpful.

Skills/Aptitudes

- Commercial acumen and ability to negotiate in complex counterpart negotiations
- Excellent communication, influencing and negotiation skills with the ability to deliver succinct oral and written output
- Ability to communicate and explain financial terms and concepts to non-financial stakeholders
- Ability to form and maintain relationships both internally and in partnership with varied stakeholders
- Ability to think laterally and creatively to find solutions and resolve problems maintaining focus on achieving strategic aims
- Ability to work collaboratively, as part of a team
- Ability to show initiative and set vision for the team

Personal Attributes

- Innovative and imaginative approach to strategic thinking
- Able to balance risk with identifying and developing new opportunities in an appropriate way
- Able to maintain complete confidentiality at all times
- Structured and analytical thinking

- Effective and collaborative team member and team leader
- Well organised and able to prioritise a changing workload
- Professional, calm and approachable
- Someone who respects colleagues irrespective of their position or background
- Demonstrates empathy for the vision, mission and values of Chelmsford Cathedral
- Willing to work flexibly including the occasional evening and weekend work.

This post is open to candidates who are in sympathy with the aims and objectives of the Christian Church and the Anglican tradition.

Salary and Benefits

Working Hours: The working hours shall be 21 hours per week, exclusive of meal breaks. Some out of hours working will be required to support events and weekend openings and this will be notified in advance. Time in lieu will be awarded in line with Chelmsford Cathedral's policy.

Salary: £60,000 FTE per annum.

Annual leave: 34 days per annum including statutory bank holidays on a prorated basis.

Further Information

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed. If you are the successful candidate, your application form and cover letter will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Safeguarding

Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding policy complements and is compliant with the Church of England's safeguarding policy statement for children, young people and adults, 'Promoting a Safer Church' (2017).

Equality, Diversity and Inclusion

At Chelmsford Cathedral we believe in a Church that welcomes and serves, celebrates and affirms all people; and does not discriminate on the basis of age, disability, ethnicity, gender, gender identity or sexuality. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone. The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Chelmsford Cathedral will seek to promote the principles of equality and diversity in all its dealings and all employees and those who act on the Cathedral's behalf are required to adhere to this policy.

Accessibility

If you require any reasonable adjustments to be made for you to attend the interview, please let us know.

Timeline

Dates	Activity
23 rd August 2024 at 4pm	Applications close.
28 th August 2024	Interviews with Chelmsford Cathedral – in person.

How to Apply

To apply for this position, please complete the three steps below, emailing your documentation to applications@thewlisgraham.com quoting reference **AB0801a**.

1. Your CV in Word format only.
2. Your covering letter in Word format only, to cover the following points:
 - Your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
 - Your current remunerations details and notice period and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission).
 - Please keep the letter to a maximum of three pages in total.
3. Please complete the Diversity Monitoring form, please see link below.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Lizzy Turek on 020 7850 4781 or email lnt@thewlisgraham.com if you have any queries. ***If you would prefer to receive this candidate brief in a more accessible format, please contact us.***

Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your form as Thewlis Graham Associates is committed to monitoring and analysing diversity and inclusion information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Lizzy on: lnt@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified. Thank you

Contact Us

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