

**JOB DESCRIPTION**

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| **Job Title:** | Chief Financial Officer [CFO]  |
| **Team:** | Finance  |
| **Location:** | Royal Chantry Offices  |
| **Line Manager:** | Chief Operating Officer/Communar  |
| **Contract type:** | Permanent |
| **Hours:** | Part-time [17.5 – 21 hours per week] |
| **Salary** | £65,000 FTE  |
| **Date of completion:** | March 2025 |

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| **1** | **Job Purpose** |
|  | The CFO will provide strategic financial leadership, ensuring the long-term financial sustainability of the Cathedral, which will involve overseeing financial management, developing income streams, and managing support services. |
| **2** | **Principal Accountabilities** |
|  | **Strategic Leadership & Financial Management:*** Provide financial planning, forecasting, and risk management to ensure long-term sustainability.
* Oversee budgeting, financial reporting, and compliance with statutory requirements.
* Lead on financial risk assessment and mitigation strategies.

**Income Generation & Business Development*** Identify and develop new income streams, including commercial opportunities, grants, and fundraising initiatives.
* Work with internal and external stakeholders to maximise revenue from Cathedral activities.
* Provide financial guidance on investment opportunities and endowment management.

**Governance & Compliance*** Ensure compliance with Charity Commission and Church of England financial regulations.
* Support the Finance Committee and Chapter in decision-making with clear financial analysis.
* Oversee financial reporting and liaise with auditors.

**Support Services Management*** Responsible for the cathedral’s IT strategy and ensuring third party providers meet our needs in a cost effective and efficient manner.
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| **3** | **Level of Responsibility** |
| **a** | **People**Manage the Finance team.Manage the Head of Estates and have operational responsibility for the Estates team. |
| **b** | **Financial**Responsible for the cathedral’s finances including developing and implementing the financial strategy, budget management and financial reporting across the cathedral entities; and financial risk management and cash flow management. |
| **c** | **Other**Member of Senior Management Group;Member of the Fabric Advisory Committee and the Restoration Planning Group, Attends meetings of Chapter and Audit & Risk Committee  |
| **4** | **Contacts** |
|  | **Internal Contacts*** The Chapter [Board of Trustees] in order to report on a regular basis to ensure they are fully updated on financial matters;
* The Dean (CEO/Executive Director) in order to align financial strategies with overall goals;
* Finance Committee members;
* Finance Team in order to lead the team effectively so they can each perform to the best of their abilities;
* Heads of teams in order to manage budgets and support effective financial planning.

**External Contacts*** Engaging as appropriate with major donors, grant-making bodies, and other funding sources.
* External auditors for our annual audit and any financial reviews.
* Managing relationships with our banks for advice and other financial services.
* Charity Commission, Church Commissioners and other regulatory bodies in order to ensure compliance with relevant financial regulations and reporting requirements.
* Negotiating and managing contracts with suppliers and service providers as appropriate.
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| **5** | **Special Requirements** |
|  | The post-holder is not required to be a communicant member of the Church of England but should be in sympathy with our mission.Chichester Cathedral is committed to safeguarding of children, young people, and vulnerable adults. All staff, clergy and volunteers are expected to share this commitment and adhere to our safeguarding policies and procedures and to undertake any mandatory training including CofE safeguarding training as appropriate.All employees, clergy and volunteers have a responsibility to ensure their own health and safety and that of colleagues, visitors and volunteers by following our health and safety policies and procedures. Everyone is expected to take appropriate care in their work and report any concerns or incidents in line organisational guidelines. |
| **6** | **Qualifications, Skills and Experience** |
|  | **Qualifications:*** Qualified accountant [typically ACA, ACCA, CIMA, CIPFA].

**Experience:*** Experience in senior financial leadership, ideally in a charity, heritage or third sector organisation;
* Good commercial awareness and experience of income generation;
* Proven ability in managing budgets, forecasting, and financial planning;
* Ability to make informed decisions about investments to support the organisation's sustainability;
* Experience working within the Church of England would be desirable as would an understanding of charity finance regulations.

**Skills and Competencies:*** Strong leadership and people management skills;
* Ability to identify and mitigate financial risks.
* Excellent communication and interpersonal abilities.
* Strategic thinking with the capacity to innovate and drive change.
* Ability to manage multiple projects simultaneously and meet deadlines.
* Ideally experience of using Xero accounting system or the aptitude to learn quickly.

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