

Chief Finance Officer

Recruitment Pack

April 2025

Team:	Finance
Line Manager:	Chief Operating Officer/Communar
Contract Type:	Permanent
Hours:	Part Time 0.5 or 0.6 FTE
Salary:	£65,000 FTE
Location	Chichester

About Chichester Cathedral



The Cathedral is a living church that has been at the centre of life in Chichester for over nine centuries. We are a place of worship and mission, the Mother Church of the Diocese of Chichester (which covers East and West Sussex) and the seat of the Bishop of Chichester. We are supported by a committed worshipping congregation, a small but dedicated staff team and over 400 volunteers.

The Cathedral is a leading visitor attraction, a venue for artistic and cultural activity, and an all-round hub for the community, welcoming over 250,000 visitors each year. Music is a central element in the Cathedral's life. The choir, which offers eight sung services each week and contributes to the Cathedral's outreach around the diocese, has a high reputation at national and international level. We also host many high-quality musical performances each year by choirs, orchestras and chamber groups.

The Cathedral presents a comprehensive events programme and has a trading subsidiary, Chichester Cathedral Enterprises Ltd (CCEL), offering hospitality and retail services that support the Cathedral in delivering its mission. We have both a residential and commercial property portfolio many of them listed, in the Cathedral Close and beyond.

The Cathedral does not receive statutory or Church of England funding and is self-supporting, relying on self-generated income, donations, and fundraising activities. The Chapter is supported by the Chichester Cathedral Restoration & Development Trust and the Friends of Chichester Cathedral.

Further information about Chichester Cathedral can be found on the Cathedral website, including our [Annual Report & Accounts](#).



Welcome from the Dean

Thank you for your interest in the role of Chief Finance Officer at Chichester Cathedral.

This year the Cathedral celebrates its 950th anniversary. We are proud of our wonderful heritage and conscious of our responsibility to maintain it for future generations but it is increasingly challenging to maintain and use our resources as effectively as we can.

The CFO will play a key role in ensuring that we can maintain our legacy and build on our existing work. We look forward to welcoming the person who is appointed into a strong and supportive team

Very Reverend Edward Dowler
Dean of Chichester Cathedral

Welcome from the Communar



Thank you for your interest in the role of Chief Finance Officer at Chichester Cathedral.

Chichester Cathedral is a place of extraordinary beauty, history and spiritual significance — but behind the scenes, it is also a busy, modern charity working with focus and determination to ensure its long-term sustainability. As CFO, you will be at the heart of that mission.



We are a small but highly committed team, working collaboratively to make the very best use of the resources we have. Financial leadership here is active, hands-on, and strategic. We are looking for someone who can provide sound financial oversight, manage risk and compliance with confidence, and bring creativity to income generation, investment planning, and operational improvement.

This is a rare opportunity to help shape the future of a remarkable place. You will be working in partnership with colleagues across the Cathedral — from estates and music to retail, fundraising and visitor experience — helping us to protect our heritage while building a resilient future.

If you're motivated by purpose, ready to roll up your sleeves, and excited by the idea of working somewhere with deep roots and bold ambitions, we would be delighted to hear from you.

With warm regards,

Amy Sim
COO & Communar

Commitment to Safeguarding

In accordance with Church of England's policy, *Promoting a Safer Church* and the House of Bishops' *Safeguarding Policy and Practice Guidance*, Chichester Cathedral is committed to the safeguarding of children, young people, and vulnerable adults who may be at risk.

The Cathedral works in partnership with the Diocese of Chichester to ensure that we operate in accordance with best practice at all times.

The care and protection of children, young people and vulnerable adults are the responsibility of the whole Cathedral community, whether clergy, staff, volunteers, contractors or members of the congregations. Everyone who participates in the life of the Cathedral has a role to play in promoting a safe environment for all.

To learn more about Safeguarding at the Cathedral [please see our website](#).

Commitment to Equality & Diversity

At Chichester Cathedral we are dedicated to encouraging a supportive and inclusive workplace culture amongst our employee and volunteer workforce. It is our aim to ensure that if you work here or apply to work here, on either a paid or voluntary basis you will have an equal opportunity. We are also committed to working towards an organisation workforce that is diverse and as representative of our wider community as it can be.

We respect and value each of our employees and volunteers and are committed to enabling you to be able to perform to the best of your abilities and to be your authentic self in the workplace.

About the Role

Reporting to the Chief Operating Officer [COO], the Chief Finance Officer [CFO] will manage the Cathedral finance team and be an effective member of our Senior Management Group with the COO and senior clergy. The CFO will be accountable for ensuring that we have an effective finance function in addition to contributing to leadership across the organisation.

The CFO will also play a leading role in working with the Chapter (the Cathedral's trustee body) to develop and deliver the Cathedral's financial strategy, at a genuinely exciting time of transformation and opportunity for the Cathedral as we celebrate our 950th anniversary.

A copy of the job description is here, if you believe that you have the skills and experience that we require, we look forward to receiving your application.

If you would like a conversation about the role before you apply, please email our Chief Operating Officer at: amy.sim@chichestercathedral.org.uk to arrange a time to speak.

How to apply

You are required to complete an application form, available on our website: [here](#)

Please email your completed application to: Val Timlin, our Head of HR at:

[**val.timlin@chichestercathedral.org.uk**](mailto:val.timlin@chichestercathedral.org.uk)

- The closing date for applications is 9.00am on **Tuesday 13 May 2025**
- Interviews will take place in Chichester on **Thursday 22 May 2025**

Any questions?

Head of HR, Val Timlin
val.timlin@chichestercathedral.org.uk

CHICHESTER CATHEDRAL