

CHICHESTER
CATHEDRAL

Chief Finance Officer

RECRUITMENT PACK



[CHICHESTERCATHEDRAL.ORG.UK](https://www.chichestercathedral.org.uk)





Welcome from the Dean

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

We recently celebrated our 950th anniversary and we are proud of our wonderful heritage and conscious of our responsibility to maintain it for future generations. Our challenge for 2026 is to continue encouraging people to enjoy our Cathedral and to face the challenge of maintaining and using 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.

The Very Reverend Dr Edward Dowler
Dean of Chichester

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, rich history, and deep spiritual significance. Behind its inspiring presence, however, lies a dynamic, modern charity — one that operates with focus, professionalism, and a clear commitment to long-term sustainability. As CFO, you will be at the heart of this mission, helping to ensure our resources are stewarded wisely and our future is built on firm financial foundations.



We are a small, dedicated team united by a shared commitment to excellence and stewardship. Working collaboratively, we strive to make the most of every resource, combining strategic thinking with hands-on delivery. Our financial leadership is dynamic, highly responsive and forward-looking. We are seeking someone who can offer robust financial oversight, confidently navigate risk and compliance, and bring fresh thinking to income generation, investment strategy, and operational efficiency.

This is a rare and rewarding opportunity to help shape the future of an extraordinary place. You will work closely with colleagues across the Cathedral — from estates and music to retail, fundraising, and visitor experience — playing a key role in safeguarding our heritage while helping to build a sustainable and vibrant future. If you are driven by purpose, eager to become involved and make a difference at every level, and excited by the idea of contributing to a place with deep heritage and bold ambitions, we warmly encourage you to get in touch. We would be delighted to hear how you could be part of our journey.

With warm regards

Amy Sim
COO & Communar

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 four hundred 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](#).

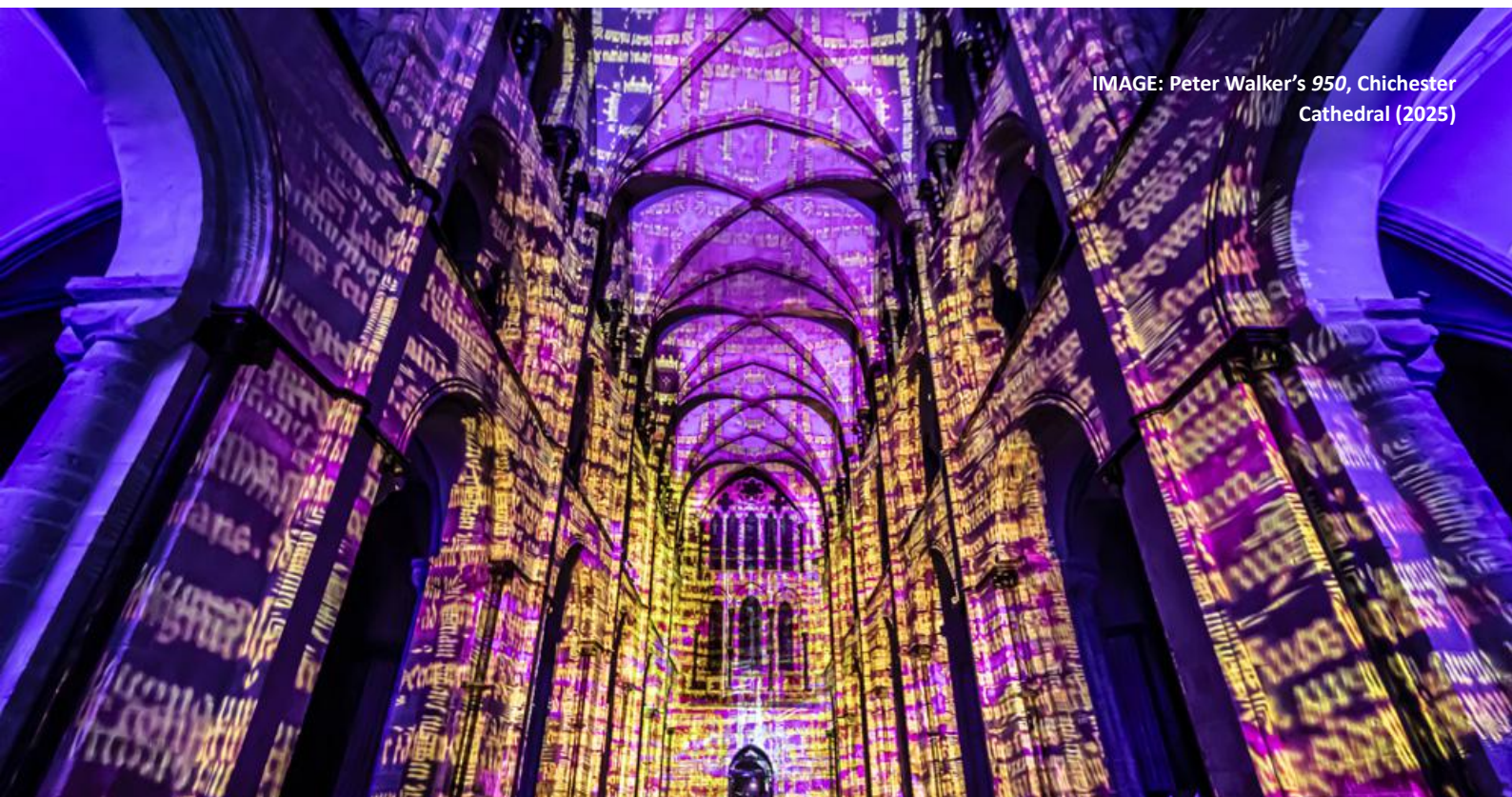


IMAGE: Peter Walker's 950, Chichester Cathedral (2025)

Our vision

As we journey through our **950th anniversary in 2025**, we have been reflecting on what really matters to us here at Chichester Cathedral. We have drawn inspiration from the **Dominican tradition** - focusing on **prayer, learning, community, and mission**. It is all about growing together in faith, wisdom, and compassion, and finding new ways to serve and connect with the world around us. Whether it is through worship, learning, or supporting each other, we aim to be a community that is welcoming, joyful, and ready to make a difference.

You can read our full [Vision](#) document on the Cathedral website.

Our values

Our team came together to create values that we live by every day - **Teamwork, Inclusivity, Communication, and Kindness (TICK)**. These aren't just words to us; they guide how we work, support one another, and interact with the world around us.

- **Teamwork:** We believe we are stronger together, collaborating across departments and projects to achieve shared goals.
 - **Inclusivity:** Everyone's voice matters. We embrace diversity and strive to create a welcoming space where everyone feels valued and included.
 - **Communication:** Clear, open communication is key to everything we do - whether sharing ideas, solving problems, or supporting each other.
 - **Kindness:** We treat each other with respect and empathy, always looking out for one another and creating a positive, caring work environment.
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Our commitment to our team

At Chichester Cathedral, we offer a generous holiday allowance of 34 days, pro rata, incl. bank holidays, contribute 6% to employee pensions after a qualifying period, free parking or season ticket loans. We also welcome conversations about flexible working, and will consider requests wherever possible, in line with the needs of the organisation. The Cathedral offers two days per annum for employer supported volunteering activities to support staff in their charitable endeavours. Communication and connection are important to us, and we stay connected through regular newsletters, events, and socials, ensuring everyone feels part of the team.

We listen to and encourage open discussions through **one-to-one meetings** and our **Employee Forum**, giving everyone a chance to share their ideas.

We support your professional growth with **training** and **development opportunities** to help you succeed in your role.

JOB DESCRIPTION

Job Title:	Chief Financial Officer (CFO)
Team:	Finance
Location:	Royal Chantry Offices, Chichester Cathedral
Line Manager:	Chief Operating Officer
Contract:	Permanent
Hours:	Part-time 21 hours per week <i>We offer flexible working arrangements, including opportunities to work from home and reduced hours during school holidays, subject to the needs of the role and agreement with your line manager.</i>
Salary:	£60,000 FTE
Completion date:	December 2025



1	Job Purpose
	<p>The CFO will provide strategic financial leadership, playing a pivotal role in securing the long-term sustainability of Chichester Cathedral. This includes overseeing financial management, controls and reporting, developing and diversifying income streams, managing support services, and working closely with internal and external stakeholders. As a senior leader, the CFO will also inspire and guide teams across the organisation, fostering a culture of collaboration, accountability, and continuous improvement.</p> <p>Working closely with key stakeholders, to maximise the effectiveness of our existing resources, you will also proactively evaluate new initiatives in conjunction with our operational teams, ensuring only suitable projects are commissioned and all resources are appropriately managed in order to safeguard the Cathedral's long-term success. You will also play a critical part in monitoring and reporting the progress and success of these initiatives, enabling Chapter to assess their wider benefit to the Cathedral's mission. The CFO is a key member of the Senior Leadership Team and will play a key strategic role in the delivery of our mission by providing financial leadership across our activities and ensuring the long-term financial sustainability of the Cathedral, which will involve overseeing financial management, developing income streams, and managing support services.</p>
2	Principal Accountabilities
	<p>Strategic Leadership & Financial Management</p> <ul style="list-style-type: none"> ▪ As a senior leader with oversight of the whole operation, you will lead the refinement of our financial planning, forecasting, reporting, control and risk management activities, to ensure long-term sustainability. ▪ Oversee production of monthly management accounts, budgets and forecasts on a timely basis, including compliance with statutory requirements. ▪ Oversee investment of liquid funds, including regular cash flow forecasting. ▪ Lead on financial risk assessment and mitigation strategies. <p>Income Generation & Business Development</p> <ul style="list-style-type: none"> ▪ Identify and develop new income streams, including commercial opportunities, grants, and fundraising initiatives. ▪ Work with internal and external stakeholders, including related entities such as the Friends of Chichester Cathedral and the Restoration and Development Trust, to maximise revenue from Cathedral activities. ▪ Provide financial guidance on investment opportunities and endowment management.

	<p>Governance & Compliance</p> <ul style="list-style-type: none"> ▪ Ensure compliance with Charity Commission and Church of England financial regulations. ▪ Support the Finance Committee and Chapter in decision-making with clear financial analysis. ▪ Ensure appropriate financial oversight over proposed and commissioned projects. ▪ Oversee financial reporting and liaise with auditors. <p>Support Services Management</p> <ul style="list-style-type: none"> ▪ Oversee the Cathedral's IT strategy and ensuring third party providers meet our needs in a cost effective and efficient manner.
3	Level of Responsibility
a	<p>People</p> <p>Management, motivation and development of the Finance team of three.</p>
b	<p>Financial</p> <p>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.</p>
4	Contacts
	<p>Internal Contacts</p> <ul style="list-style-type: none"> ▪ 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. ▪ Fundraising Team. ▪ Finance Team in order to lead the team effectively to enable individual team members perform to the best of their abilities. ▪ Senior Leadership team, to set and monitor budgets and support effective financial planning. <p>External Contacts</p> <ul style="list-style-type: none"> ▪ Engaging as required with major donors, grant-making bodies, and other funding sources. ▪ External auditors for our annual audit and any financial reviews. ▪ Managing relationships with banks, property agents and investment advisors.

	<ul style="list-style-type: none"> ▪ 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 required.
5	Special Requirements
	<p>The post-holder is not required to be a communicant member of the Church of England but should be in sympathy with our mission.</p> <p>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.</p> <p>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.</p> <p>All employees are expected to follow the Cathedral's Staff and Volunteer Code of Conduct and abide by our employee values of Teamwork, Inclusivity, Communication and Kindness (TICK).</p>
6	Qualifications, Skills and Experience
	<p>Qualifications:</p> <ul style="list-style-type: none"> ▪ Qualified accountant (typically ACA, ACCA, CIMA, CIPFA). <p>Experience:</p> <ul style="list-style-type: none"> ▪ Recent experience in senior financial leadership, ideally in a charity, heritage or third sector organisation. ▪ Excellent commercial awareness and demonstratable 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.

	<p>Skills and Competencies:</p> <ul style="list-style-type: none"> ▪ Inspirational leadership and strong people management skills. ▪ Ability to manage and develop relationships with a range of internal and external stakeholders. ▪ Ability to identify and mitigate financial risks. ▪ Excellent communication and interpersonal abilities. ▪ Strategic thinker 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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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. Inclusivity is key, with access to **Disability Awareness Training, Racial Justice resources**, and safeguarding (see above), ensuring a welcoming environment for all.

How to apply

Please send your CV including your supporting statement outlining how your experience makes you a suitable candidate for our role and why you would like to work for Chichester Cathedral: [Apply Here](#)

Please note that if you are selected or interview, you will be required to complete an amended application form in line with the Church of England's safer recruitment practice.

Key Dates:

- The closing date for applications is **9.00am on Monday 2 February 2026**
 - First interviews will take place in person in Chichester on **Tuesday 10 February 2026**
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If you wish to discuss this role, please email:

hr@chichestercathedral.org.uk

to arrange a convenient time for discussion