

A photograph of St Edmundsbury Cathedral, a large Gothic-style stone building with multiple spires and tall windows. The cathedral is set against a blue sky with scattered white clouds. In the foreground, there are lush green trees and a well-maintained garden with various plants and flowers. A dark blue diagonal shape is overlaid on the bottom left of the image, containing text and a logo.

Application pack

Risk, Audit and Review

Committee

St Edmundsbury
Cathedral





Welcome

Thank you for thinking of applying for the role of Risk, Audit and Review Committee Member at St Edmundsbury Cathedral. We hope, after reading this pack, you will decide to send us your application. We foster an environment of inclusivity and welcome applications from all age groups, backgrounds and Christian denominations in which you may belong to. We also encourage applications from those who are not local to the Cathedral but may have a strong influential affiliation with Suffolk.

St Edmundsbury Cathedral is situated in the historic market town of Bury St Edmunds, and serves the diocese of St Edmundsbury and Ipswich. It is at the heart of community life, a natural gathering place for worship, reflection, refuge, celebration, mourning, pilgrimage, debate, questioning and storytelling.

The successful candidate will be joining us at a time of unique challenge and opportunity. As we diversify what the Cathedral means to the local community and visitors, we are building a team here who are thinking outside of the traditional trappings of a place of worship. We want to be a place for fun, for challenge, for excitement and above all else, inclusivity and welcome.

All the usual requirements that you would expect for such a post are set out in the job description which follows. If you think you might be the person to join the team, we would be delighted to receive your application.

Dean Joe.

The Very Reverend Joe Hawes
Dean of St Edmundsbury

Who are we?

St Edmundsbury Cathedral is Suffolk's Cathedral, situated in the heart of Bury St Edmunds, open and available to everyone. As a physical place it is the cathedra, the seat of the Bishop, a centre for worship and mission, and is a symbol of the aspirations of the wider diocese. As a spiritual place it is a focus for pilgrimage and pastoral care. As a place of heritage, located on the historic Abbey of St Edmund site, it is a window into key moments from the past thousand years. As a cultural place it is a venue for learning and exploration, for artistic and musical imagination. As a convening place it gathers communities in debate, questioning and discussion. St Edmundsbury Cathedral is all of these things: a gathering place for the communities of our diocese and county, and for pilgrims and visitors from farther afield.

It is also a lively and exciting place to work! After almost 50 years of building work and renovations, our former Parish church is now a beautiful example of a medieval build recreated in modern times. We're open for worship and visitors seven days a week, all year, providing a sacred space of welcome for reflection, prayer and sanctuary. We also offer music, events, learning and pilgrimage, as well as our Cathedral Shop and Pilgrims' Kitchen.

More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes.

Inclusive Church

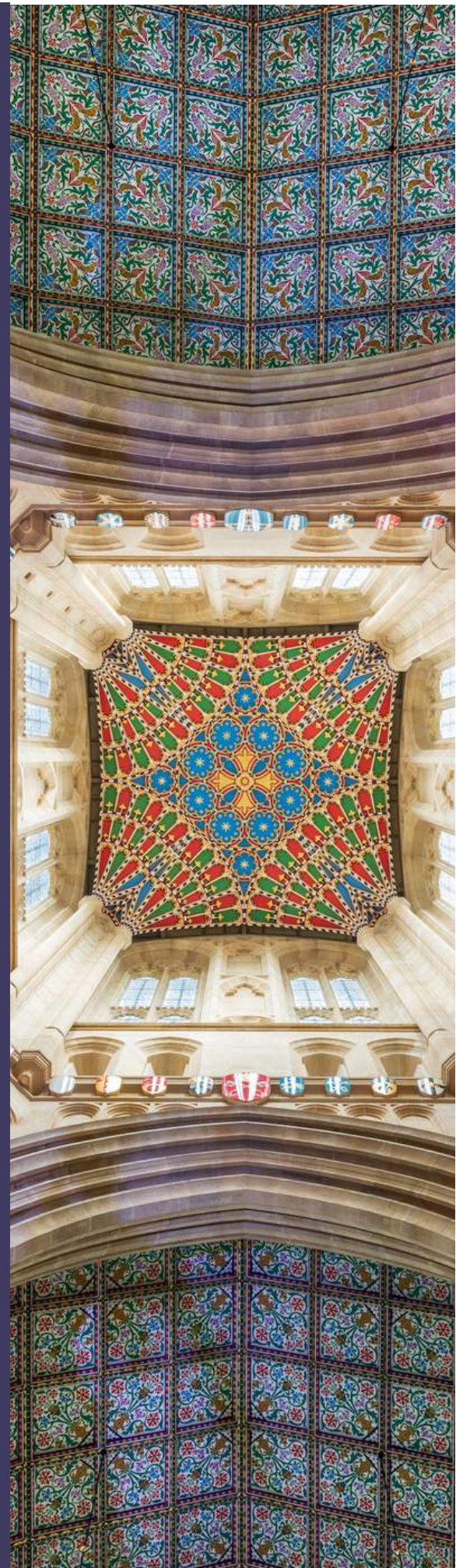


We are an Inclusive Church and warmly welcome applications irrespective of gender or sexuality. We also encourage applications from Black, Asian and Minority Ethnic (BAME) candidates, who are currently under-represented on the Cathedral team.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

The appointed candidate will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be given.



Values

Our values inform how we do things at the Cathedral.

We hold our Benedictine principles close—principles such as love, care, hospitality, and community—and are presenting these values in a way that relates to and can easily be understood in the 21st century. They are about how we work with each other, how we talk about the Cathedral, how we reach out to the whole of Suffolk and beyond, and how we transform ourselves as we grow together.

They are Faith, Welcome, Compassion and Confidence.



- Faith in God, Father, Son and Holy Spirit and God's unconditional love for all people. This is our Christian conviction, and it is what defines and shapes us;
- Welcome to friends and to strangers; to people of all faiths or none; to those with whom we agree and disagree - building a culture of openness and collaboration and generosity across the county;
- Compassion working alongside people in need, expressing love, tolerance and respect through our actions;
- Confidence to challenge wrongs; to be honest about who we are and what we stand for; to be daring in what we do, how we do it and who we do it with.



Role Description

St Edmundsbury Cathedral became a registered charity on 2 May 2023 and has a Board of Trustees referred to as Chapter. Chapter is accountable for the governance, strategic direction and management of the Cathedral, and has ultimate responsibility for the care, maintenance and development of the Cathedral estate, all aspects of Cathedral activity, and for securing its long-term viability and financial sustainability.

The Risk, Audit and Review Committee will enable Chapter members to meet their responsibilities by providing independent oversight of the Cathedral's systems of internal control, risk management and financial reporting, and through supervision of the quality, independence and effectiveness of both the internal and external auditors.

In this instance the Cathedral is looking at recruiting someone with relevant understandings and experience who would thrive as a Committee member.

Risk, Audit and Review Committee Member

The Committee must keep the activities and management of the Cathedral under review in relation to such matters as the Chapter has specified in these Terms of Reference.

The committee is responsible for:

- reviewing the annual report and financial statements, paying particular attention to accounting policies, areas involving significant judgement or estimation and compliance with financial reporting requirements and accounting standards, and recommending them to Chapter for approval;
- reviewing the scope and results of internal and external audit work, including the adequacy of management responses;
- reviewing the performance of internal and external auditors, including recommending the appointment and remuneration of internal and external auditors to Chapter when required;
- monitoring the processes for assessing, reporting, mitigating and owning business risks and their financial implications, including financial, governance and safeguarding risks;
- reviewing the risk register at least annually, and ensuring Chapter's internal processes facilitate the prompt reporting of serious incidents, control failures and emerging risks;
- reviewing and recommending to Chapter the organisation's policies for counter-fraud, anti-money laundering, whistle-blowing and cyber and information security; and
- reviewing arrangements by which staff may, in confidence, raise concerns about possible improprieties relating to finance or other aspects of the Cathedral's operations to ensure that arrangements are in place for the investigation of such matters and for appropriate follow-up action.



Membership

- The Committee must have a minimum of six members and a maximum of ten members, provided that at least one member of the Committee must be a non-executive Chapter member.
- The Chapter shall appoint all members of the Committee, having consulted the Nominations Committee.
- Not all appointed members need to be Chapter members and should not be executive Chapter members.
- There must not be a majority of members in common with the Finance Committee.
- The members appointed should, collectively, possess appropriate knowledge and skills in accounting, risk management, audit, financial governance and any other technical issues relevant to the work of the Committee.
- The Dean must not be a member of the Committee but is entitled to attend any meeting of the Committee. If the Dean does attend, he or she may speak but may not vote.
- The chair of the Committee must be appointed by the Chapter. The person appointed to chair the Committee must: not be a member of the Chapter; and have recent and relevant financial experience.
- Each member is appointed for a term of office of up to three years.
- A member may be reappointed, provided that any member who has served more than two consecutive terms is not eligible for appointment as a member until at least two years has passed since the member last held the office.
- A Committee member may resign by notice in writing to the Chief Operating Officer and Dean. Any Committee member who ceases to be a Chapter member shall automatically cease to be a member of the Committee.
- The Chapter may remove a member of the Committee in accordance with the provisions of the Statutes.
- Members must declare conflicts of interest or loyalty in accordance with the Chapter's conflicts of interest policy.

Person

Specification



Successful candidates must possess the following competencies and personal attributes:

- Professional Experience
- Have a broad understanding of the leadership and management needs of complex organisations
- Have experience of strategic planning and implementation
- Have a good general knowledge of the basis of faith within the Anglican community
- Be well informed of the responsibilities and obligations of Charity Trustees
- Have a good general knowledge of good operational practices in managing organisations
- Have proven professional expertise in audit and risk management, especially for Charities.

Proven expertise in one or more of the following areas is essential:

- Finance Legislation (especially auditing), Management accounting practices, Internal and external auditing, Financial risk management, Business risk management, Project risk management, Safeguarding, Health and Safety, Strategic planning for finance and monitoring and evaluating culture / environment impact.

Desirable Personal Attributes and Behaviours:

- Ethically anchored – act with honesty and integrity; committed to act and behave ethically
- Intellectual ability – have the ability to obtain and analyse relevant data; use object reasoning
- Emotionally aware/resilient – are emotionally intelligent; remain calm under stress
- Team oriented/collaborative – actively seek the views and knowledge of others and adopt a collaborative approach
- Diligent/responsible – approach work in a conscientious way and take responsibility for their actions
- Faithful/discreet – honour the trust placed in them by others and be discreet in their conversations
- Humble/servant leader – place others' needs before their own; not be self-seeking or status oriented
- Effective communicator – are able to express themselves clearly and concisely using relevant information

For a confidential conversation about the role, and your potential suitability, please contact Sarah-Jane Allison on 01284 748728 or email sarah-janeallison@stedscathedral.org.

