

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 crest.

Application pack

Finance Committee

Member

St Edmundsbury
Cathedral





Welcome

Thank you for thinking of applying for the role of Finance Committee Member at St Edmundsbury Cathedral. We hope, after reading this application 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, Minority Ethnic and Global Majority Heritage 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.



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 Finance Committee will enable Chapter members to meet their responsibilities by providing independent oversight of the Cathedral's financial systems of internal control, risk management and financial reporting.

In this instance the Cathedral is looking at recruiting someone with relevant financial understandings and experience who would thrive as member of the Finance committee.

Finance Committee Member

The Committee is expected to meet six times a year and is responsible for monitoring and making recommendations to Chapter on all financial matters including:

- Monitoring and reviewing the overall financial strategies and financial policies of the Cathedral and oversight of the financial procedures, making recommendations as appropriate to Chapter
- The Cathedral's budgets- Reviewing the Cathedral's draft budget, including proposed capital expenditure and major projects, and providing advice to the Chapter to assist Chapter's consideration and approval of the budget.
- Historical and forecast financial management information
- Financial oversight of major projects and developments, including scrutinising judgements
- Monitoring the most recently prepared financial management information including management accounts, performance against budget, relevant key performance indicators, forecasts and cash flow forecasts, and reporting to the Chapter
- Banking arrangements, including selection of bank counterparties and bank mandate arrangements
- Borrowings
- Investments, including the investment policy, ensuring that investment arrangements are aligned with the Chapter's long-term objectives and ethical policy, ensuring compliance with endowment restrictions, and advising on selection and performance of investment managers
- Arrangements in relation to commercial property assets
- The work of the Income Generation, Planned Giving Committees in raising donation and legacy income
- Chapter's arrangements in relation to reserves, including its reserves policy



Membership

- The Committee must have a minimum of five members and a maximum of seven members.
- The Chapter shall appoint all members of the Committee, having consulted the Nominations Committee. The Chapter may appoint up to three members of the Committee who are not Chapter members. There must not be a majority of members in common with the Audit and Risk Committee.
- The Committee members should, collectively, possess appropriate knowledge and skills in accounting, risk management, audit, financial governance and any other technical issues relevant to the business and strategic management of the Cathedral.
- 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 Chapter. The person appointed to chair the Committee must:
 - (a) be a non-executive member of Chapter; and
 - (b) have recent and relevant financial experience.
- Each member is appointed for a term of office of 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 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 any conflicts of interest or loyalty in accordance with the Chapter's conflicts of interest policy.
- The Committee must meet a minimum of four times a year.

Person

Specification



Finance Committee Member

Successful candidates must possess the following competencies and personal attributes:

- have an empathy with and be a compelling advocate for the Vision of the Cathedral through the Masterplan 2030; to be able to inform, lead and direct the strategy of the Cathedral
- be able to show empathy in dealing with others and to engage diplomatically and with authority in dialogue and debate on critical issues
- be able to voice concerns appropriately, in a frank but professional manner and to deal with conflict constructively
- have the capacity to communicate clearly with other members of the Committee on technical, financial and business matters
- possess the ability to communicate with confidence and to provide effective strategic guidance
- have strong intellectual and analytical skills with a broad-based and long-term view of strategic and organisational goals
- be able to grasp the bigger picture and avoid immersion in minute detail
- possess the highest levels of trust and integrity

In addition to the matters set out above we are looking to recruit an individual with one or more of the following specific skills, expertise or experience in:

- The Charity Sector
- Income Generation and Fundraising
- Financial Expertise

As a Finance Committee Member you will have relevant financial expertise gained from broad business management experience at senior level and a knowledge of charity financial management. We envisage that you will have a professional accountancy, banking, investment management or business management qualification.

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

