



Chair of Finance Committee and Member of Chapter

**ROLE DESCRIPTION AND
PERSON SPECIFICATION**

Role Description

Overview

Chapter members, members of the Board of Trustees for the Cathedral, hold the responsibility for directing and overseeing the Cathedral's affairs. As a member of Cathedral Chapter, the Chair of the Finance Committee will work strategically to support Chapter in ensuring good financial oversight and will also ensure appropriate connection with the Chief Operating Officer and Chief Finance Officer to enable the effective financial management of the Cathedral.

Responsibilities as Chair of the Finance Committee:

- to oversee and contribute to the establishment of a financial plan that aligns with the Cathedral's strategy, working in partnership with the Chapter, Finance Committee, Chief Operating Officer and Chief Finance Officer;
- to revise, establish, and oversee the implementation of the financial governance and associated policies, procedures, and processes with the Chief Officers and the rest of Chapter, and with the assistance of the Nominations Committee suggest resources for a skilled and specialist Finance Committee;
- to ensure the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
- to oversee and advise on the preparation of the Cathedral's annual budget for Chapter's approval, reporting regularly to Chapter in the course of its development;
- to review the in-year position at intervals against budget and report to Chapter;
- to review the Annual Report and Accounts before submission to Chapter;
- to meet the Cathedral's auditors to review audit findings and in preparation for the signing of the accounts;
- to ensure an adequate structure is in place to manage the Cathedral's investments;
- to require reports on financial matters (e.g. cash-flow, VAT etc.) and provide advice to Chapter on matters of a financial nature and alert it to new financial legislation/regulation and any impacts;
- to chair meetings of the Finance Committee and other ad-hoc groups as necessary
- to represent Chapter at meetings of the Cathedral Advisory Council, College of Canons, staff and congregational forums, and at external meetings as agreed with the Dean; and
- to work collaboratively with the Chief Operating Officer and the Chief Finance Officer to drive continuous improvement.

Responsibilities as a Chapter member:

All members of Chapter take a full part in the discussions and decision-making of the Chapter as it fulfils its statutory and governance responsibilities, namely:

- to order the worship and promote the mission of the Cathedral;
- to formulate proposals in connection with the strategic direction and mission of the Cathedral;
- to manage all property vested in the Cathedral and the income accruing from it;
- to ensure that necessary repairs and maintenance of the Cathedral and its contents and other buildings and monuments are carried out;
- to attend to all matters concerning the appointment of senior staff to the Cathedral;
- to prepare an annual budget;
- to prepare an annual report and accounts;
- to keep under review the Constitution and Statutes of the Cathedral;
- to ensure legal, regulatory and governance compliance; and
- to exercise the power if necessary to provide for the incorporation of limited companies for the better management of the Cathedral.

Further Duties include:

- to act as an advocate for the Chapter of Wells within and beyond the Church of England, across the city, the County and the Diocese of Bath and Wells, and the wider Southern Province;
- to provide critical friendship and constructive challenge to Chapter colleagues, the Chief Officers, and the wider Cathedral Leadership Team; and
- to serve, as appropriate, on Chapter Committees, Sub-Committees and Working Groups.

Person specification

Chair of the Finance Committee

Essential

- Significant and broad expertise in the field of financial management
- A good understanding of financial matters which can be transferred to the charity/not-for-profit sector and able to explain complex matters to those who do not have a financial background
- An executive leader with significant experience of management of finance either from a broad leadership role or as a leader of specialist finance function
- Able to provide a “sounding board” for the Chief Operating Officer and Chief Finance Officer, and to provide professional guidance and support

Desirable

- a professional accountancy qualification from a recognised Accountancy body
- Previous chairing experience

Member of Chapter

Essential

- Committed to the Cathedral’s Christian vision, mission and ministry, and values¹
- Demonstrable strategic leadership and management skills
- An ability to understand the complexities of a Cathedral and its associated functions, and both lead and contribute to strategic thinking
- Willingness to attend to professional personal development including undertaking training

¹ Non-executive members will be communicant members of the Church of England, or of a church with which it is in communion. Further information is set out in the Cathedrals Measure 2021 and from Rule 83(2) of the Church Representation Rules or please speak with the agency if you have a query about this.

(<https://www.legislation.gov.uk/ukcm/2021/2/schedule/1/enacted>
https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-8#r83_2

- An aptitude for both collaborative and independent working, committed to collegial responsibility and decision making
- Excellent interpersonal skills, in particular, warmth, tact, discretion, diplomacy, empathy, and imagination when representing the Chapter
- Personally equipped for resilience in leadership and alert to the needs of their own mental and physical wellbeing
- Able to influence, motivate, and persuade whilst maintaining a constancy of purpose
- Able to carry out legal duties and decision making as set out in the Charity Commission's 'CC3 - The Essential Trustee' and 'CC27 - It's Your Decision'
- Willing to follow the Chapter's Code of Conduct and to uphold all of Chapter's legal responsibilities

Desirable

- previous experience volunteering as a trustee

Safeguarding

Members of Chapter need an Enhanced Disclosure and Barring Check (DBS) and they will also need to complete a Confidential Declaration Form as part of the recruitment process. They will also need to undertake relevant safeguarding training.

General Information

The Cathedrals Measure and the Cathedral Constitution

The Cathedrals Measure 1999 , the Care of Cathedrals Measure 2011 and the Cathedrals Measure 2021 are the principle pieces of legislation which govern the life of Cathedrals. In addition, each cathedral has its own constitution and statutes.

The Chapter

The Chapter is the Board of Trustees for the Cathedral. The Cathedral has just become a registered charity. It is the administrative body of the Cathedral and has the ultimate responsibility for directing and overseeing its affairs.

The objects of the Chapter are:

- (a) to advance the Christian religion in accordance with the faith and practice of the Church of England, in particular by furthering the mission of the Church of England;
- (b) to care for and conserve the fabric and structure of the Cathedral Church building; and
- (c) to advance any other charitable purposes which are ancillary to the furtherance of the purpose referred to in sub-paragraphs (a) and (b) above.

The Chapter consists of the Dean, the Residentiary Canons. and other ordained and lay members holding appointed positions. Non-Executive trustees are drawn from a variety of organisations and backgrounds.

Non-Executives may hold other sub-committee responsibilities, and in addition to this generic role description there may be specific skill-sets needed to exercise the sub-committee function.

Chapter Membership

The Cathedral Constitution allows for 8 to 12 members of Chapter. The Dean and Residentiary Canons are executive members. The Dean is the Chair of Chapter. There is a senior non-executive member (SNEM) who is a lay person appointed by the Bishop. The Archdeacon of Wells, currently Acting Dean, is a residentiary canon but is also a non-executive member of Chapter.

One non-executive member of the Chapter must have recent relevant finance experience to enable them to chair the Finance Committee.

Non-executive Chapter members are generally appointed for a term of office of 3 years and no non-executive member would usually serve more than 2 consecutive terms of office.

Lay non-executive members of Chapter are volunteer positions. Reasonable expenses incurred may be claimed, in accordance with Cathedral policies and Charity Commission guidelines.

Chapter Members commit to a process of annual review of the whole chapter and individually.

Chapter members are part of a wider community of worshippers, volunteers and staff who all seek to serve the Cathedral's mission and ministry. As a result, it is important that members can be present in the life of the Cathedral as appropriate.

Meetings and Time Commitment

This is likely to be 1-2 days per week in the first few months, with the likelihood that this would taper off to 1 day per week thereafter..

Chapter presently meets 11 times each year for the inside of a working day in Wells (with no meeting in August) in the last week of each month, currently on a Thursday. Meetings do include an opportunity to worship together. When the new Cathedral leadership team is more established, it is envisaged that Chapter will streamline the number of meetings and when they are held — the constitution specifies at least four meetings a year. The Finance Committee meets six times a year.

Chapter members are also needed to serve on sub-committees and task groups. There are regular opportunities for 'away-time' for a more reflective space.

Services

Members of Chapter are involved in the public worshipping life of the Cathedral and are invited to robe and process in key services during the year. These include the celebration of our foundation (St Andrews Day), the Legal Service, installations of prebends and fellow chapter members and services around Christmas, Epiphany and Easter. Members are also welcome to join the regular congregations if they wish.
