



# PORTSMOUTH CATHEDRAL



Application pack for  
Chair of Finance  
Committee and  
Non-executive  
Member of Chapter



[portsmouthcathedral.org.uk](http://portsmouthcathedral.org.uk)

# Introduction to the Trustee role at Portsmouth Cathedral

Dear applicant,

Thank you for your interest in serving as the Chair of Portsmouth Cathedral's Finance Committee and as a non-executive member of Chapter, the governing body of the Cathedral. We hope that you will consider applying.

Portsmouth Cathedral, the Cathedral of the Sea, has been the seat of the Bishop of Portsmouth since the creation of the Diocese of Portsmouth in 1927. Dedicated to Saint Thomas of Canterbury, it has a distinctive history and role in a great maritime city, and serves a diverse diocese that stretches from the Isle of Wight to East Hampshire.

In late 2023 the Cathedral adopted a new governance structure under the Cathedrals Measure 2021. We will become a registered charity with the Charity Commission in March 2024 and all members of Chapter will become Trustees.

The new Chapter must consist of between nine and twelve members and is led by the Dean of Portsmouth as Chair. The other members are: four residentiary canons (two executive and two non-executive); the interim senior non-executive member, and five other non-executive members, including the Chair of Finance and two elected at the annual meeting of those on the Cathedral's electoral roll.

Our current Chair of Finance is retiring from the role and we are looking for someone who is willing to build on her commitment, enthusiasm and energy and continue to broaden the diversity of thinking in Chapter. The successful candidate must have recent and relevant financial experience and a recognised financial qualification is preferred. The role may either suit someone who is currently working in a financial field or who has very recently retired from such in the last two or three years.

Chapter members are required to be either a communicant member of the Church of England, or of a church with which it is in communion. There is no requirement for them to live within the diocese. We are committed to growing in diversity and inclusion and seek to reflect this in Chapter. We welcome and encourage applications from people of all backgrounds.

Might you be interested in this role and supporting the Chapter and the wider Cathedral in achieving our goals as we head for our centenary in 2027? We look forward to hearing from you.

Yours sincerely,



The Very Revd Dr Anthony Cane  
Dean of Portsmouth



Richard Abraham  
Chief Operating Officer



# Portsmouth Cathedral – Vision and Strategy



From humble beginnings in 1180 at the heart of Portsmouth's original settlement, this church, dedicated to Thomas Becket, became a parish church around 1320 and a Cathedral in 1927. The building incorporates a wide range of architectural styles from the medieval east end to the Nave begun in the mid twentieth century and completed in 1991.

For centuries Portsmouth Cathedral has been a beacon for people on land and at sea, helping them navigate the passage of time with faith and confidence in God. It is a building of greatness and simple enduring beauty, and a lively, inclusive, and compassionate community which has a positive impact on the lives of people in its own parish, as well as the City and Diocese of Portsmouth.

Our choirs, worship and liturgy are first class; our environmental record is recognised as leading the Church of England; our outreach to schools is recovering at pace after the pandemic; our volunteers are top notch; and our paid staff and Ministry Team are full of talent and creativity.

Our vision and strategy (Cathedral Vision) emphasizes that we are a community always open to God's will, affirming the good things of past and present, while also seeking further growth and development. Our efforts are underpinned by six interrelated Strategic Objectives:

- Worship and Music
- Growing and Learning
- Diocese and Community
- Building and Heritage
- Partnership and Engagement
- Finances and Sustainability

All six are of equal value with Finance and Sustainability ensuring that the Cathedral has the financial resources to deliver on the dynamic vision encompassed within the other five strategic objectives.

# Finance at Portsmouth Cathedral



At Portsmouth Cathedral the Chief Operating Officer (COO) holds responsibility for finance in addition to operations. The Finance Officer is responsible to the COO for day-to-day financial management including Cash Flow and for the preparation of budgets and annual accounts.

The role of Chair of Finance is both strategic and operational. The post holder works strategically as a member of Chapter to assist Chapter in ensuring good financial oversight, but also has a practical hands-on role (usually by email or telephone) working with the COO and Finance Officer to enable the effective financial management of the Cathedral.

The Finance Committee is well established, and its lay membership has current professional experience within the accountancy, investment management, property and risk sectors. Under the new governance structure, the role and function of the Finance Committee (formerly Finance and Investments Committee) has been enhanced to include a clear Audit and Risk responsibility. The COO and Finance Officer attend all meetings of the Committee and the Dean is normally in attendance but is not a formal member of the Committee.

The busiest time of year for the Committee and its Chair is between February and April when the annual accounts, which are produced by the COO and Finance Officer alongside the auditors, will be reviewed by the Committee. The Chair of the Finance Committee works with the COO in the reporting of key financial messages to Chapter and the Cathedral's Annual Parochial Church Meeting, normally held in May.

Financial sustainability is core to delivering the Cathedral's mission and values and the Committee has a pivotal role in the strategic management of the Cathedral's finances. This includes monitoring and reviewing the overall financial policies of the Cathedral and making appropriate recommendations to the Chapter.

Over the past four years the finances of the Cathedral have improved considerably. As we head towards our centenary in 2027, we are excited about the future, and invite you to play your part in serving the Cathedral, Diocese and wider community.

The Terms of Reference for the Committee are attached.

# Chapter



As a non-executive trustee your role will be vital in the oversight of the overall management and administration of the Cathedral and ensuring that the Vision and Strategy formed in 2020 remains relevant. Chapter members have a collective responsibility and always act as a group not as individuals. They give strategic direction to the Cathedral, setting overall policy, defining goals and evaluating outcomes. They are custodians of the good name and values of the Cathedral in its mission and ministry to the Cathedral community, the wider Diocese of Portsmouth and beyond.

On appointment Trustees receive a full induction including specific and general trustee training which will be ongoing to enable members to deliver their responsibilities. This will involve scrutinising board papers, leading discussions, focusing on key issues and providing advice and guidance on new initiatives.

Chapter has particular responsibilities as a body to ensure that a safeguarding culture is fully embedded into everything that the Cathedral does, and that it has appropriate policies and procedures to deal with safeguarding matters. It ensures the financial stability of the Cathedral and works to protect and manage its assets and ensure the proper investment of its funds.

The Chapter is supported by its committees, whose members include both executive and non-executive members of Chapter. Members of committees also discharge trustee functions, based on the role and responsibilities of the particular committee in question. The Chair of the Finance Committee brings their particular experience in finance to Chapter to support the other members of Chapter in their decision making related to the stewardship of Cathedral finances.



# Specific Responsibilities / Principal Tasks



As a member of Chapter, the Chair of the Finance Committee, has a duty as a trustee of the Cathedral as a charity regulated by the Charity Commission. Trustees ensure that:

- the Cathedral complies with its Constitution and Statutes, charity law, relevant company law and any other relevant legislation or regulations;
- the Cathedral pursues its charitable objects as defined in its governing documents;
- the Cathedral uses its resources exclusively in pursuance of its objects for the benefit of the public;
- risks to the Cathedral are assessed and are appropriately mitigated;
- the Cathedral is being transparent and accountable while ensuring that Chapter papers and information is treated with the appropriate confidentiality;
- they provide strategic leadership in line with the Cathedral's aims and values;
- they are clear about the Cathedral's aims and work to ensure that these are being delivered effectively and sustainably;
- they work as part of an effective team using the appropriate balance of skills, experience backgrounds and knowledge to make informed decisions and taking collective responsibility for those decisions;
- the Chair of Finance will also take an active role in enabling the Cathedral's financial management.

# Person specification

## Essential

- Recent and relevant financial experience.
- Proven ability to contribute at both a strategic and operational level.
- An actual communicant (within the meaning given in Rule 83(2) of the Church Representation Rules, or a communicant member of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity.
- Eligible to serve as a Trustee (as defined by the Charity Commission).
- Experience at mini-board level or above, preferably but not necessarily within the charity sector.
- Willingness and ability to understand and accept their responsibility and liabilities as trustees and to act in the best interest of the organization.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for our vision and strategy.
- Willingness to lead according to the Cathedral's values.
- Commitment to the Association of English Cathedrals' Code of Governance which includes the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honest and leadership.

## Desirable

- A recognized financial qualification, preferably accountancy.
- Experience or knowledge of working within a Christian setting.
- Experience at board level within the charity sector.

# Term of Office

Members are appointed for three years with the option for reappointment for up to three successive terms.

# Time Commitment

The Finance Committee meets four times a year normally in February, April, July and November. Meetings are held in the late afternoon and last for approximately two hours.

It is anticipated that the operational aspects of the role will require approximately one day per month. The total will be weighted to budget preparation and annual financial reporting. Chapter also meets four times a year with a further annual meeting with the Bishop and Strategic Away Day. Meetings are currently scheduled in the afternoons for three to four hours with optional attendance at Choral Evensong/Evening Prayer afterwards.

It is hoped that Trustees will attend meetings in person whenever possible but hybrid options for most meetings will be available.

Chapter members are also welcome to attend meetings of the Fabric Advisory Committee (currently three per annum) and the Annual Parochial Church Meeting.

Ad hoc and support through working groups and/or support to the executive team may be required.

Members are encouraged to take part in the life of the Cathedral and, in particular, to attend services and events of importance.

You will also need to be able to commit to approximately 10 hours of training per year in addition to induction related training:

- Specific training for Chapter members as Trustees provided by the Association of English Cathedrals, either a day or two days during your first year in post.
- Online Safeguarding training provided by the Church of England at the appropriate level.
- Online GDPR and Data Protection training at Board Level on appointment (seven hours) and as part of continual development.
- Additional training for trustees, normally delivered during scheduled meetings.



## Remuneration

This is an unpaid Trustee role. Reasonable out of pocket expenses will be paid in accordance with Charity Commission rules and the Cathedral's Expenses policy.

## Safeguarding

The position is subject to an Enhanced DBS check as well as safeguarding training provided by the Church of England and Diocese pertinent to this role.

Portsmouth Cathedral also is committed to ensuring the protection of the data it holds and therefore this post will be required to successfully complete the Church of England's on-line training course at board level.

## Application process and interview

For an informal discussion about this role please contact:

Anthony Cane, Dean of Portsmouth,

[Anthony.cane@portsmouthcathedral.org.uk](mailto:Anthony.cane@portsmouthcathedral.org.uk)

or

Richard Abraham, Chief Operating Officer,

[richard.abraham@portsmouthcathedral.org.uk](mailto:richard.abraham@portsmouthcathedral.org.uk)

For any questions regarding the application process please contact:

Liz Snowball, Office Manager and Dean's EA [liz.snowball@portsmouthcathedral.org.uk](mailto:liz.snowball@portsmouthcathedral.org.uk)



## Applications

Please submit your application through [www.charityjob.co.uk](http://www.charityjob.co.uk) including:

- a CV (no longer than three sides of A4 with minimum font size of Arial 10);
- a supporting statement (no more than three sides of A4 with a minimum font size of Arial 10) setting out how you meet the essential and desirable experience and skills outlined in the person specification, what attracts you to the post and why you believe you are the right person for the role;
- Recruitment Monitoring Form to [vacancies@portsmouthcathedral.org.uk](mailto:vacancies@portsmouthcathedral.org.uk).

Applications will be considered by the Nominations Committee in the first instance with candidates invited to interview and appointments made by Chapter.

All those invited to interview will be asked to complete a Confidential Declaration as part of our Safer Recruitment process.

Portsmouth Cathedral is an Equal Opportunities Employer and a member of Inclusive Church.



[portsmouthcathedral.org.uk](http://portsmouthcathedral.org.uk)