



# PORTSMOUTH CATHEDRAL



## Finance Committee Application Pack





## Introduction

Thank you for your interest in supporting the work of Portsmouth Cathedral through membership of its well-established Finance (incorporating Audit and Risk) Committee. We are looking for up to three candidates who have: governance and committee experience at senior level; relevant and recent financial or fundraising experience; and/or a track record in accountancy, investments, endowments, trading subsidiaries, audit and risk. In addition to sound interpersonal skills, they should be competent and able to exercise governance in a complex Christian organisation.

We are committed to increasing diversity and inclusion within our Committees. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, social economic background or other difference.

## About Us

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. It has been integral to the development of Portsmouth as a modern, vibrant city.

For centuries the Cathedral watched, listened and helped the people of Portsmouth navigate the passage of time. It has witnessed wars and peace, famous marriages, been bombed and rebuilt, and reflects the constantly changing, growing and unfolding of the Christian faith, displaying a harmony of three distinct architectural styles, which provide a source of light, warmth and space.

Today, the Cathedral is the Mother Church of the Diocese of Portsmouth, which covers south-east Hampshire, Portsea Island and the Isle of Wight. The focal point for many diocese-wide services and events, we host many diocesan events from confirmation services to the ordinations of new ministers.

Worship in a variety of different styles is available throughout the year, from daily Holy Communion, to our informal family service #PompeySundays. We warmly welcome all through our doors, as a beacon and safe haven. We are also the Parish Church of St Thomas of Canterbury, serving all who live in our geographical parish rather like any other parish church.

## Governance

The governance of Portsmouth Cathedral is regulated by Statute, as required by the Cathedrals Measure 2021. The new Constitution and Statutes came into effect in 2022 and the Cathedral came under the joint jurisdiction of the Church Commissioners and Charity Commission in March 2024. More details about the Cathedrals Measure are [here](#).

The corporate body of Portsmouth Cathedral is the Chapter, supported in its work by the Finance Committee which incorporates Risk and Audit. The Chapter members, as the charity trustees, are collectively responsible for managing the financial assets of the Cathedral.

The Finance Committee must keep the activities and management of the Cathedral under review and enable Chapter members to meet their responsibilities by providing independent oversight of the Cathedral's systems of internal control, risk management, audit and financial reporting, through supervision of the quality, independence and effectiveness of auditors. The full terms of reference for the Committee are [here](#).



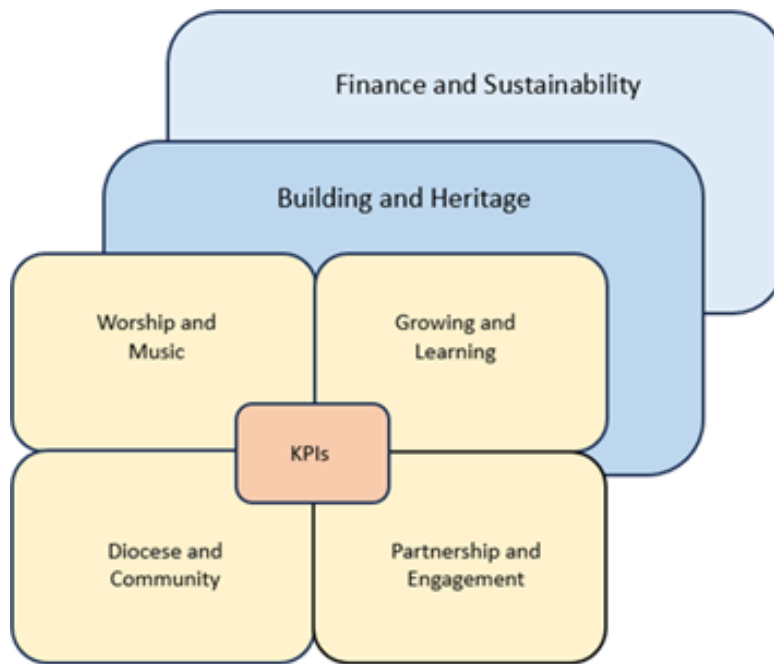
# Cathedral Vision

Portsmouth Cathedral: a beacon and safe haven, anchored in Jesus Christ

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.

Underpinning all activities is our Vision and Strategy. Launched in 2020, with six separate, but interdependent objectives, it remains central to the work of the Cathedral as we seek, as a Cathedral community, to live out our mission. During 2025 we revisited our Vision and Strategy to create a Business Plan and confirm the core purpose activities that the Cathedral exists to deliver. Associated organisational Key Performance Indicators (KPIs) have been agreed, linked to the Vision and Objectives. This is a new approach to development and delivery of Cathedral activities that will form the basis of the Business Plan for 2027–2029.

Our working principle is to place the KPIs at the centre of the four overlapping Objectives, demonstrating how all agreed activities contribute to the achievement of all Objectives and Key Performance Indicators, promoting teamwork and avoiding silo working.



The four central organisational KPIs agreed with Chapter for the next three years are:

- **Grow the congregations**
- **Increase Cathedral visits and maintain good experience scores**
- **Reduce the deficit to zero over three years**
- **Fundraise for essential capital works whilst also funding the master plan.**

These must be delivered in parallel with our Charitable purpose as 'The seat of the Bishop and a centre of worship and mission'.



We have summarised our core activities as delivering:

- A daily round of worship
- Pastoral response to visitors and congregation
- Serving the Diocese and the City
- Health & Safety and Charity Compliance including Safeguarding
- Ensuring a thriving Choir to deliver Choral Music
- Open for all, 365 days a year
- Maintenance and conservation of the buildings in our care

Our staff and volunteer Team Values are to respect and care for one another with integrity, inclusion and openness, all with a common ambition.

## Reviewing and measuring progress

In order to achieve each of these strategic objectives there is a new rolling three year business plan, Chapter will continue to review progress each year. All individual projects developed will align with at least one of the Strategic Objectives to be taken forward. Each project will have targets that are Specific, Measurable, Achievable, Realistic and Time-bound (SMART targets).

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## The Finance Committee

### Skills required in members

Individual committee members should possess appropriate knowledge and skills in one or more of the following areas: accounting, risk management, audit, fundraising, investment, trading subsidiaries, endowments, financial governance, and any other technical issues relevant to the business and strategic management of the Cathedral.

Committee members must be in sympathy with the ethos of the Cathedral as a place of Christian worship and act in accordance with all Cathedral policies, specifically those in relation to safeguarding and confidentiality.

### Structure of the Committee

The Committee must have a minimum of five members. The Chair of the Committee is a non-executive member of Chapter and Charity Trustee. Other committee members do not need to be Chapter members. The Chief Operating Officer and Chief Finance Officer are in attendance at Committee meetings. The Finance Committee also acts as the Audit and Risk Committee, in accordance with the Cathedrals Measure 2021.

### Term of Office

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 three consecutive terms is not eligible for appointment as a member until at least one year has passed since the member last held the office.

Members must declare any conflicts of interest or loyalty in accordance with the Chapter's conflicts of interest policy.



## Frequency of Meetings and Time Commitment

The Committee meets about six times each year and must meet at least four times a year. Committee meetings are of approximately two hours duration and take place during the working day but may be attended virtually if travel to the Cathedral is a problem.

In addition, members will need to be able to commit sufficient time to read papers and undertake any required training. Members are also encouraged to attend events at the Cathedral but this is not a requirement of the role.

## Expenses

Membership of the committee is a volunteer appointment and not remunerated. Agreed travel costs and related expenses will be reimbursed in line with the Cathedral's Expenses Policy.

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## More information and applications

For an informal discussion about this role please contact: Zoë Colbeck, Chief Operating Officer through [zoe.colbeck@portsmouthcathedral.org.uk](mailto:zoe.colbeck@portsmouthcathedral.org.uk)

Closing date for applications 30 July 2026 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 cover letter/supporting statement (no more than two sides of A4 with a minimum font size of Arial 10) setting out which of the skills outlined you possess, what attracts you to the post and why you believe you are the right person to serve on the committee.

The successful candidate for this role will be required to have a basic DBS check, sign a Fit and Proper Persons disclaimer, and appropriate Church of England safeguarding training. Your personal information will be processed in accordance with GDPR.

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## Interviews

After consideration by the Nominations Committee, suitable candidates will be invited to interview which will be held during August and appointments will be made by the Chapter.

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Portsmouth Cathedral is committed to the highest standards of Safeguarding, is an Equal Opportunities Employer and a member of Inclusive Church.