

# Finance Committee Member

## Role Profile









## Introduction from The Dean

**Thank you for your interest in becoming a member of the Finance Committee at Canterbury Cathedral. This is a voluntary position.**

I was installed as Dean on 17 December 2022. It is a great joy and privilege to serve Canterbury Cathedral as Dean, but this also comes with challenges and hard work ahead of us. During 2024, the Chapter drew together a new Strategic Plan to see the Cathedral's mission and ministry expand and develop over the next ten years. 2024 also saw Canterbury Cathedral become a formally registered charity with the Charity Commission. This comes through implementation of the Cathedrals Measure of 2021, which sees all cathedrals adopting new governance models, including new Constitution and Statutes, and becoming registered charities.



The Cathedral has a team of nearly 800 volunteers, staff, and clergy as well as our worshipping congregations: local, regional, and international. You will play a part in ensuring the long-term sustainability not only of one of the truly great buildings of our nation, but also to a centre of Christian spirituality, worship, and heritage spanning over a thousand years.

This is a significant time for the Cathedral as we work with a new understanding of human connectedness and need for kindness and care, of digital opportunities, and of the pressing need for action in the face of climate emergency. We want Canterbury Cathedral to be fully inclusive, offering warm hospitality to all our visitors from across the world.

Our Finance Committee is already well established and adding value. However we are aware that there is likely to be a new Charity SORP which may bring in changes.

Additionally, we have just agreed to implement a new Accounting System from the end of our current financial year. This will be provided by iPlicit and is typical of many of the live online systems now widely used. We have a degree of complexity within our internal financial processes which should be simplified with this new software, but we will remain quite a complex organisation with a range of 'business' activity.

Overall, as part of our drive for sustainability (as stated in our Strategic Plan) we are working towards a much more empowered organisation where management and decision making is layered and appropriate in relation to team and role. This will mean a shift in the role of the Finance Team in addition to their core accounting functions, supporting colleagues to take more responsibility for assigned budgets and financial accountability. Other areas such as business continuity, cybercrime and the potential usefulness of AI should support our work if tackled appropriately.

So, in addition to sound financial skills, we need committee members who can help us make these kinds of shifts and also be prepared to understand the range of activity from our core task of 'saving souls' to our supportive tasks of 'balancing the books' and creating or raising much more resource to help us fulfill the other aspirations of our strategic plan.

We hope that, like us, you will be inspired by both the extraordinarily rich contemporary life and the heritage of this place, and will want to join a great Cathedral team.

**David Monteith, Dean of Canterbury**

## Introduction from the Chair of the Finance Committee

Canterbury Cathedral stands as a beacon of faith, heritage, and community, guided by its strategic vision: “Inspiring life in all its fullness.” Rooted in the Benedictine values of hospitality, learning, and prayer, the Cathedral’s 2025–2035 strategy sets out a bold and compassionate path for spiritual renewal, social engagement, and environmental stewardship.

Central to this vision is a commitment to financial sustainability. As the Cathedral continues to serve as a place of worship, sanctuary, and cultural significance, it recognises the importance of robust financial planning and governance. Ensuring long-term financial health through diversified income streams, responsible stewardship, and transparent reporting is essential to supporting its mission and safeguarding its future.

The Finance Committee plays a vital role in supporting this strategic direction. Its key responsibilities include regular reviews of investments, oversight of capital projects, and management of investment properties—ensuring that financial stewardship remains aligned with the Cathedral’s long-term vision and values. In addition, the Committee monitors financial performance and advises the Chapter on financial obligations and strategic planning.

**Paul Sylva**







## About Canterbury Cathedral

Founded by St Augustine in 597 AD, Canterbury Cathedral is a unique place of worship, a major pilgrimage destination, a masterpiece of art and architecture, and one of the UK's most-visited historic sites.

It is the Mother Church of the worldwide Anglican Communion, seat of the Archbishop of Canterbury, UNESCO World Heritage Site, and resting place of royalty and saints.

Primarily this is a place of Christian community, worship and witness. We believe that God's saving love has been revealed to us in the life, death, resurrection and ascension of Jesus of Nazareth.

Every stone and stained-glass window is shaped to give glory to Christ whose name is given to this metropolitan cathedral church. St Augustine was sent here by Pope Gregory the Great as a Christian missionary in 597. He discovered indigenous Christians and worked with them to establish a larger Christian community. In time this became the principal seat of the Archbishop of Canterbury who leads the Church of England and the worldwide Anglican Communion.

Here our stories of church and state intersect. This includes the martyrdom of Archbishop Thomas Becket on 29 December 1170. He was canonised as St Thomas of Canterbury. Canterbury was already a site of pilgrimage, but St Thomas' shrine elevated it to one of the most important in medieval Christendom. Subsequent centuries offer layer after layer making a rich story to discover. We sense this in the majesty of our crypt, and as our imagination is fired walking around our gardens, ruins and cloisters.

Today, our community is drawn from local people and Christians from across the Diocese of Canterbury and the Anglican Communion, from visitors and tourists, from refugees and those cut off from society through exclusion as well as thousands who join us online for worship. Here we are drawn together in a pilgrimage of faith. Like medieval pilgrims to Canterbury, we find it to be a place of miracle and transformation where we encounter the presence of Jesus Christ.

## The Finance Committee

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, in relation to such matters as the Chapter has specified in these Terms of Reference.

The Committee is responsible for:

1. Monitoring and reviewing the overall financial strategies and financial policies of the Chapter and making recommendations as appropriate to Chapter.
2. Exercising oversight of the financial procedures and delegations across the Cathedral and making recommendations to Chapter as required.
3. Reviewing the Chapter's draft budget, including proposed capital expenditure and major projects, and providing advice to Chapter to assist Chapter's consideration and approval of the budget.
4. 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.
5. Exercising oversight of financial implications of proposed and actual major projects and developments, including scrutinising judgements and financial management systems, and making recommendations to Chapter as appropriate.
6. Considering and recommending to the Chapter all banking arrangements including selection of bank counterparties and bank mandate arrangements.
7. Monitoring borrowing requirements, including any overdraft facilities and any loans taken out by the cathedral and reviewing compliance against covenants, and reporting regularly to the Chapter.
8. Monitoring and reviewing the Chapter's arrangements in relation to investments to yield the best financial return within the level of risk considered acceptable by the Chapter, including review of the investment policy, ensuring that investment arrangements are aligned with the Chapter's long-term objectives and ethical policy and ensuring compliance with endowment restrictions.
9. Monitoring performance of investment managers and making recommendations to the Chapter in relation to the appointment, reappointment and removal of the Chapter's investment advisors and managers.
10. Receiving periodic performance reports covering the main income generating activities of the Cathedral and those activities where significant costs are incurred and reporting to the Chapter as required. This is to include but not limited to performance of the investment property portfolio, performance of the external engagement department including paying visitors and educational visitors and other commercial activity, performance monitoring of major projects.

11. Considering any global inflationary pay increase which might be suggested by the Senior Leadership Team and making recommendations to the Chapter as appropriate.
12. Reviewing the Chapter's arrangements in relation to reserves, including its reserves policy and making recommendations to the Chapter.

## Person Specification

We are interested to hear from candidates who have a financial background and are able to meet the following person specification.

	Essential	Desirable
Demonstrable experience in finance, accounting, audit, or financial management.	X	
Ability to interpret and analyse financial statements, budgets, and forecasts	X	
Experience of contributing to strategic decision-making in a governance or senior leadership role	X	X
Understanding of financial controls, risk management, and regulatory compliance	X	
Familiarity with UK charity finance regulations, including the Charity Commission and SORP	X	
Understanding of financial governance and the role of a finance committee in a charitable context		X
Professional qualification in finance or accounting (e.g., ACA, ACCA, CIMA)		X
Experience in the charity or not-for-profit sector		X
Experience of managing the finances of capital projects		X
Knowledge of commercial property		X
Knowledge of investment management		X
Familiarity with digital finance systems or financial transformation projects		X
Experience of working with or advising boards or committees		X
Experience of participating fully in discussions and meetings	X	

## Further information about the role

### We ask that you:

- Attend committee meetings in person with facilities to attend the occasional meeting remotely (at least 5 per year).
- Outside of Finance Committee meetings, Cathedral staff may seek to consult with the Committee Members on specific matters, often via email.
- Serve a three-year term which can be extended for a maximum of two further terms (nine years).
- Be in sympathy with the aims and objectives of Canterbury Cathedral.

# Our Commitment to Equality, Diversity and Inclusion

## Useful documents

The following documents are available on request:

- The Cathedral's Strategic Plan
- The Cathedral's Annual Report and Financial Statements to March 2024.
- Safeguarding Policy
- Whistleblowing Policy
- Policy on employing people with criminal records
- Finance Committee Terms of Reference

## How to apply and timetable

If you are interested in this exciting opportunity, you are invited to apply in writing, enclosing an up-to-date CV and covering letter explaining your background, why you are interested in the role and what you feel you can contribute to the Cathedral at this time. Please send these to Andrea Tadiwala, Executive Support Officer, via [andrea.tadiwala@canterbury-cathedral.org](mailto:andrea.tadiwala@canterbury-cathedral.org)

To arrange a conversation with Dean David or Paul Sylva, please contact [andrea.tadiwala@canterbury-cathedral.org](mailto:andrea.tadiwala@canterbury-cathedral.org) or 01227 762862 (Cathedral House Reception). We will of course respect the privacy of any conversations or expressions of interest.

**The closing date for applications is 12 September 2025.**

**Shortlisted candidates will be invited to a selection event at Canterbury Cathedral during September with a view to appointment from beginning of October.**

Canterbury Cathedral is committed to the principles and processes of safer recruitment, equality, and diversity.

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.

We are committed to inclusive working practices; and during the application process we commit to:

- Paying for care and childcare whilst you are attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments – for example ensuring we have sign language interpreters organised in advance if you would like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role.



If there is anything you are concerned about or think we could provide, please let us know.

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

A detailed Induction Process will take place for the successful candidates in October 2025.

### Due Diligence

Given the nature of this role, it is important that those appointed to serve on the Committee maintain the confidence of Chapter and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Chair of the Recruitment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

### Expenses

These are volunteer appointments and not remunerated, although all agreed travel costs and related expenses will be reimbursed in line with our Expenses Policy.





# Canterbury Cathedral

*Inspiring life in all its fullness*

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