



Exeter
Cathedral

Careers

Chief Financial Officer *Application pack*

Title:

Chief Financial Officer

Department:

Finance

Reporting to:

The Dean

Hours of work:

35hrs a week, Monday to Friday

Salary circa: £62k - £70k

Contract type:

Permanent, full-time

Location:

Exeter Cathedral



Background

Exeter Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's Seat, which is the symbol of their authority.

The Cathedral is led by the Dean and Chapter, supported by the College of Canons and a dedicated team of staff, clergy and over 400 volunteers.

Purpose of the role

Act as a key member of the senior executive team and senior management team and be responsible for the sound financial management, control and governance of the financial operations of the Cathedral, its subsidiary companies, trusts and other organisations for which it is responsible by:

- Contributing advice and guidance to the strategic planning and management of the Cathedral and working as part of the executive team to develop and deliver the business plan based on the agreed strategy.

- Appraising the Dean of all financial issues and ensuring Chapter is appraised of those financial issues which are key and enable them to fully understand the financial position of the charity.
- Reviewing and ensuring appropriate overall reporting of performance to the Dean and to Chapter, and supporting all areas of the Cathedral's operations through the provision and interpretation of relevant and timely management information.
- Keeping abreast of developments and operations, both within the Cathedral and externally within the sector, in order to provide advice and guidance, including relevant financial and taxation issues.
- Ensuring effective systems of internal control, risk management and compliance with regulatory and statutory requirements and with governance best practice.
- Leading and engaging the finance team in the support and delivery of the role and the wider mission of the Cathedral.



Duties and responsibilities

These include and are not limited to:

Finance, Accounts and Reporting

- Overall responsibility for the operations of the Finance Department.
- Responsibility for managing the annual statutory reporting and audit process in conjunction with the appointed auditors to ensure statutory accounts are produced within required deadlines.
- Supporting the Dean, management team and Chapter, to develop a medium-term financial plan.
- Leading the annual budgeting process and ensuring appropriate rolling forecasts are updated and monitored, reporting impact and recommending appropriate action.

- Providing an accurate and timely financial service to the Cathedral, including setting and monitoring of budgets, forecasts, cash flow analysis, providing management and financial accounts, ad hoc reports, information, advice and support to inform decision making at all levels..
- Ensuring management accounts are properly prepared which accurately reflect the Cathedral's activity and aims, and that variances from budget and other issues arising are investigated and resolved.
- Researching, evaluating and appraising opportunities and projects as appropriate and making suitable recommendations.
- Ensuring the beneficial and secure use of IT and software to optimise efficiency, performance, security and accuracy of financial records.



Taxation (including payroll operations)

- Remaining abreast of all taxation issues affecting the Cathedral, taking external advice when appropriate, and making recommendations to mitigate any potential impact or to maximise possible benefits.
- Giving strategic advice and guidance on the tax implications of the Cathedral's plans and projects, particularly VAT and Gift Aid.
- Ensuring systems accurately account for VAT, are compliant, efficient and that returns submitted are accurate and timely.
- Ensuring payroll operations are compliant, efficient and that returns submitted to HMRC and pension providers are complete, accurate and timely.
- Ensuring payroll procedures, records and controls are robust and secure.

Treasury Management

- In conjunction with the Cathedral's Finance Committee, considering and proposing suitable investment and cash management policies for approval by Chapter.
- Implementing policies to ensure funds are held securely and to maximise returns on surplus funds.

Risk, Strategy, Compliance and Controls

- Overall responsibility for the maintenance and development of robust finance policies, procedures, systems and controls and ensuring these are:
 - being followed consistently;
 - effective, efficient and protect the Cathedral against fraud and other misuse of funds;
 - understood and followed throughout the organisation.
- As part of the risk management team, considering and reporting on all relevant financial risks and making recommendations for mitigating action.
- Assisting Chapter in the development and review of overall policies, strategy and their implementation.
- Remaining abreast of regulatory issues affecting the financial reporting aspects of the Cathedral, taking external advice when appropriate, and making recommendations to mitigate any potential impact or to maximise possible benefits.
- Ensuring all financial and non-financial data held by the department complies with all relevant data protection regulations.
- Taking the lead in protecting the organisation against fraud or misuse of charitable funds.

Staff management

- Leading and managing the Finance Department staff team in their roles and encouraging their development.

Other responsibilities:

- Negotiating contracts and asset finance agreements.
- Managing relationships with banks, pension companies, investment advisers and other professionals.
- Handling regulatory matters and returns with the Charity Commission, acting as company secretary to any subsidiary companies of the Cathedral.
- Liaising with and supporting the Finance Committee and Audit and Risk Committee.
- Any other role which may reasonably be required.



Key Skills and Attributes

Essential

Experience, skills and knowledge:

- A qualified Chartered or Chartered Certified accountant;
- Significant post qualifying experience and in-depth professional knowledge acquired through experience;
- Strong leadership and management skills;
- Ability to provide strategic influence on financial planning and decision making within an organisation;
- Understanding of company, charity and cathedral finances including governance, accounting and reporting requirements, particularly fund accounting;



- Experience of developing and implementing systems and policies, including managing change and engaging with senior leaders;
- Ability to interpret financial and other data and communicate this to key decision makers and a wider audience;
- Developing, managing and monitoring budgets;
- A good understanding of treasury and cash management;
- Experienced in the preparation and delivery of both statutory and management accounts and reports;
- Commercial experience and awareness;
- Excellent IT skills and willingness to embrace new technology and software;
- Experienced in managing and leading a team.

Personal Qualities:

- Ability to build strong relationships, negotiate and influence;
- Excellent, clear communication skills, both written and oral;

- Ability to manage conflicting demands and priorities, high levels of pressure and critical decisions;
- Determined and resilient;
- Prepared to be 'hands on' when needed;
- A demonstrable respect for equality and diversity;
- Empathy with the core values of the Cathedral;
- Organised in approach;
- Innovative and entrepreneurial spirit.

Desirable

- Experience of working in a church or Cathedral environment;
- Experience gained within an organisation with multiple activities and income streams.



Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

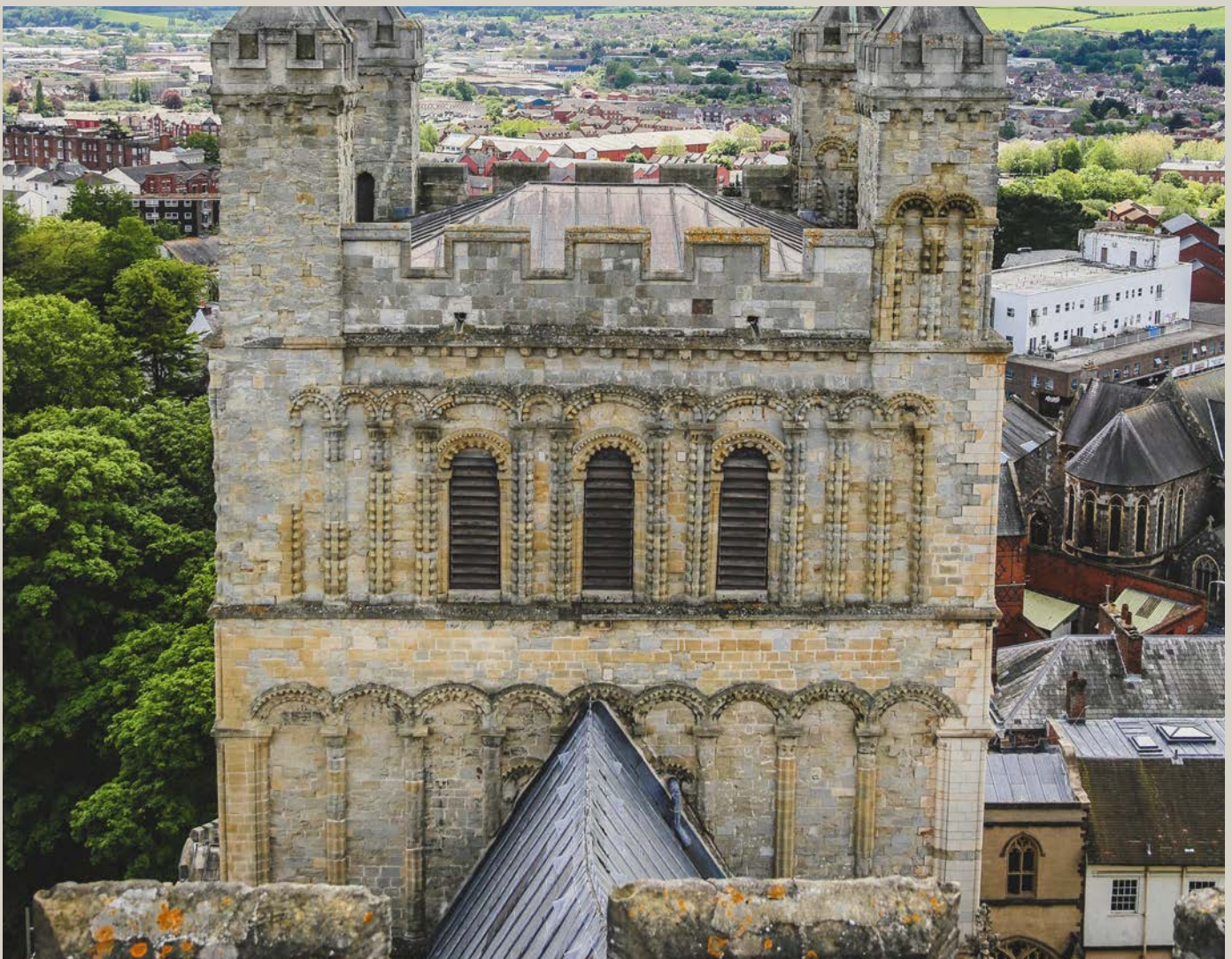
Appointment is subject to clearance from the Disclosure and Barring Service at the Enhanced level.

Annual Holidays

The holiday entitlement is 30 days per year (pro-rata) including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement - 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café
- Complimentary tickets to our in-house concerts (limit applies)





Exeter
Cathedral

How to apply

Please complete the application form, available on our website at:

www.exeter-cathedral.org.uk/about-us/vacancies/

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

vacancies@exeter-cathedral.org.uk

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: vacancies@exeter-cathedral.org.uk

Closing date for applications: Friday 15 May 2026, 12 noon

Thank you for your interest in this role.

We look forward to hearing from you!