



Portsmouth Cathedral Head of Finance

Candidate pack
April 2026



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**PORTSMOUTH
CATHEDRAL**



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About us



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1 About Us

Portsmouth Cathedral

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 smaller parish church.

The governance of Portsmouth Cathedral is regulated by Statute, as required by the Cathedrals Measure 2021. The corporate body of Portsmouth Cathedral is the Chapter.

The governance of the Cathedral changed in December 2023 when the new Constitution and Statutes came into effect. 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](#).

1 About Us



Cathedral vision

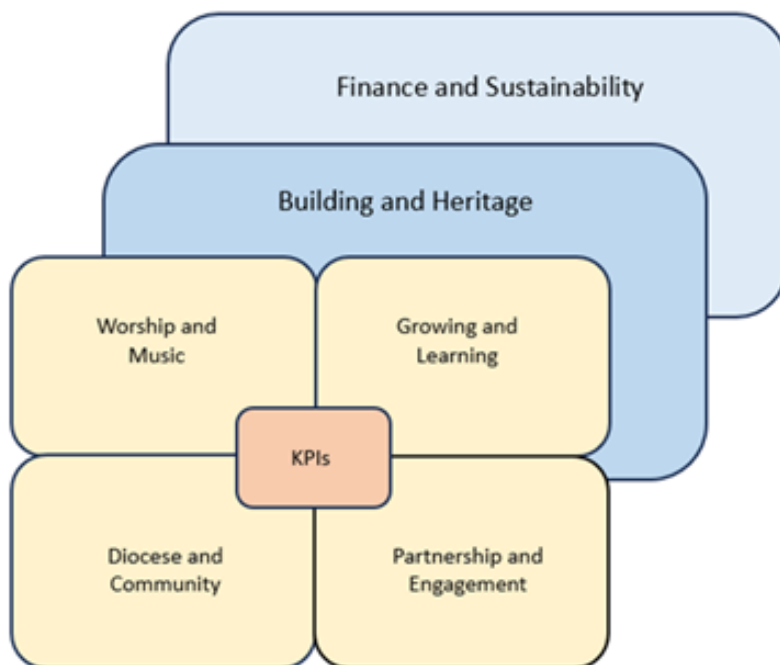
Portsmouth Cathedral: a beacon and safe haven, anchored in Jesus Christ

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.

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





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About Us

Growing and learning

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**
- **Reducing 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'.

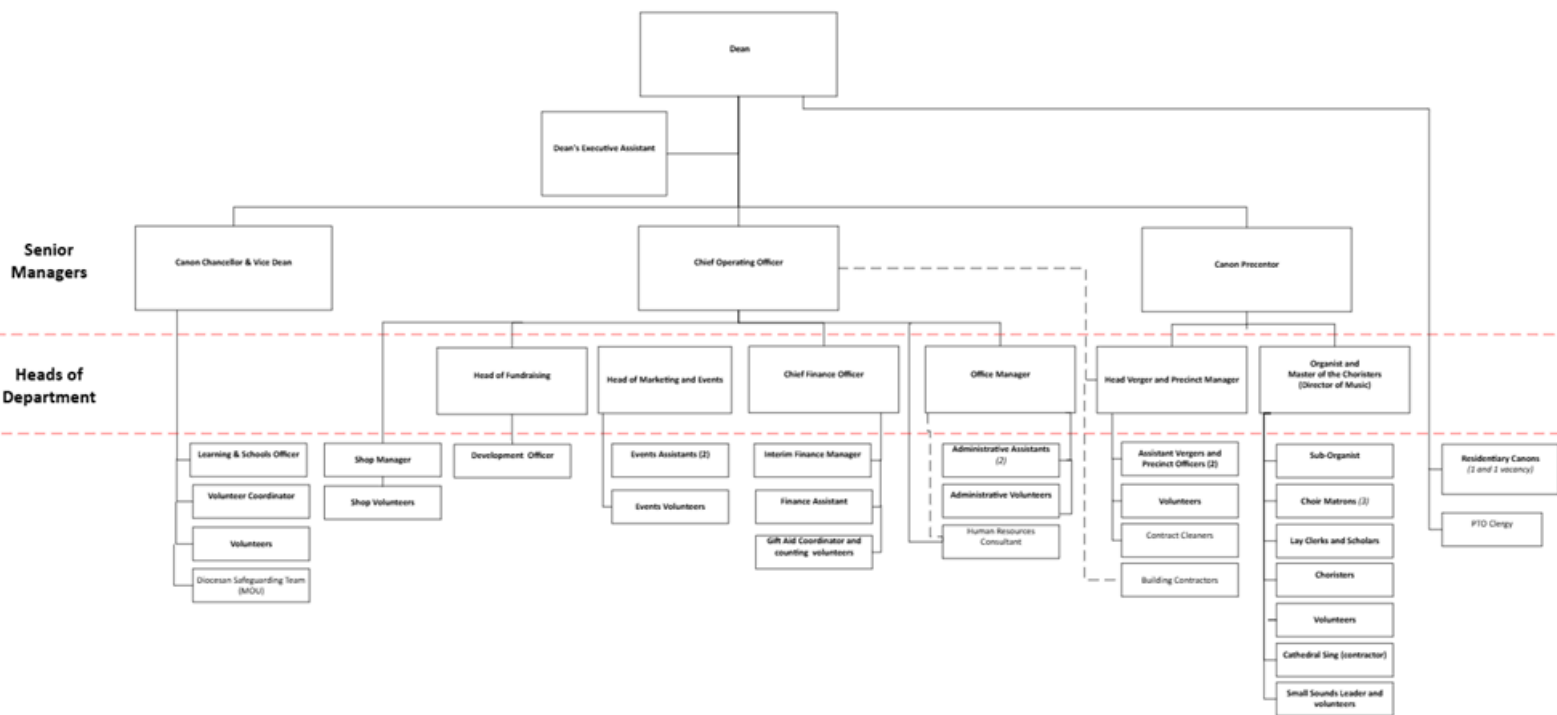
We have summarised our core activities as delivering:

- 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

1 About Us



Organogram



Please note: The Head of Finance is known internally as Chief Finance Officer (CFO)



2 Job description



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Job description



Role details

Role title:	Head of Finance (please note: this role is known internally as CFO)
Reports to:	Chief Operating Officer (COO)
Salary:	£50,000-£60,00 FTE
Contract:	Permanent
Hours:	0.5 FTE / 2.5 days per week, with flexible working arrangements across the year
Location:	Based in Cathedral House, Old Portsmouth
Responsible for:	Finance Manager, Finance Assistant and Gift Aid Co-ordinator (volunteer)
Annual leave:	25 days (pro rata), plus 2 days to be taken in December, plus bank holidays
Pension:	7% employer contribution / 1% employee
Benefits:	<ul style="list-style-type: none">• Healthcare Plan (Health Shield)• Flexible working, including annualised working hours e.g. increased working hours per week during year-end, with reduced hours during quieter months (summer).

Role purpose

As Head of Finance, you will provide strategic financial leadership to support the long term sustainability, mission and operational effectiveness of the Cathedral. Working closely with the COO, SMT, Chapter and Finance Committee, you will lead multi-year financial planning, governance and risk management across both charitable and commercial activities.

You will ensure that sound financial advice underpins decision making at every level, enabling the Cathedral to steward its resources responsibly. Alongside this strategic remit, you will have oversight and some delivery of budgeting, forecasting, reporting, audit, cashflow and compliance, ensuring all statutory and regulatory obligations are met to the highest standards. You will also lead a small finance team, and as a senior leader within a values-led organisation, you will bring strong professional expertise together with collaboration, integrity and empathy for the ethos of the Church of England, contributing to organisational resilience and a positive working culture.

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Job description



Overarching responsibilities

- Support the Senior Management Team (SMT) and Chapter to move to a 3-5 year budgeting cycle.
- Drive sound financial planning, governance, and operational efficiencies.
- Provide strategic business planning support to all commercial and charitable operations.
- Contract tendering and negotiation for larger contracts as required.
- Work with the SMT to maintain and develop financial sustainability and identify exposure to risk.
- Support full costing and budgeting, which will come out of the master planning process (currently underway).

Financial management

- Lead financial forecasting, budgeting, and reporting, ensuring accurate, timely information is available to guide Cathedral operations.
- Develop and implement best processes for production of monthly accounts (software is Xero).
- Ensure the new trading company and the VAT registration process, are compliance with VAT regulations and optimising tax positions as applicable
- Strengthen financial governance by developing and implementing necessary policies and frameworks.
- Guide and support the Finance Team (1.2 FTE) to manage daily financial operations efficiently and foster professional growth.
- Maximise the use of technology to ensure that all finance processes are as efficient as possible whilst retaining compliance with policies and processes.

Governance, risk, compliance and audit

- Ensure compliance with all legal, financial, and regulatory obligations, including reporting to relevant bodies, safeguarding, and health and safety protocols.
- Develop risk management frameworks to mitigate financial and operational risks, ensuring robust processes are in place to protect Cathedral assets.
- Work with the Chair of Finance Committee and COO to prepare for and support the regular meetings of that committee.
- Provide comprehensive financial insights, reporting and management accounts commentary for Chapter, SMT and the Finance Committee, enabling informed decision-making across the organisation.
- Be the main contact with the auditors and ensure the smooth completion of the annual end of year audit process for both Cathedral and trading company.
- Lead the re-tender of audit services when required.
- Oversee the preparation of the annual financial statements for approval by Chapter and submission to the Annual Parochial Church Meeting, ensuring that they comply with current Charity Commission requirements.

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Job description



Investments and cashflow management

- Periodically review all invested funds and reserves held by Chapter and report on possible management and spending approach.
- Monitor the Cathedral's finances and cashflow throughout the year and alert Chapter if any difficulties are likely.

Line management and team working

- Line management, appraisal and support of the Finance Manager and Finance Assistant.
- Act as expert support across the organisation and its governance in respect of professional areas of expertise.
- Deputise for the Chief Operating Officer as required.

Training

Type/method	Level	Renewal
Safeguarding - online	Basic, foundation, domestic abuse, leadership, Safer Recruitment	3 year renewal at highest level
GDPR - online	Practitioner	Annual renewal
AEC – in person	AEC training for new Chief Officers/Chapter members	n/a

Portsmouth Cathedral takes its safeguarding and its responsibility for children, young people and vulnerable adults very seriously and their welfare is paramount in all areas of Cathedral life. Clergy, lay staff and volunteers who work within the organisation and/or as part of the congregation are required to follow good policy and practice to ensure that children, young people and vulnerable adults are safeguarded and nurtured physically, emotionally and spiritually.

For this role a basic safeguarding check will be required.

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Person spec



Education, skills and experience

Essential

- ICAEW, ACCA or CIMA Qualification or similar with evidence of continuing professional and personal development.
- Demonstrable experience in strategic financial leadership, with a track record of leading financial governance, compliance, and team development.
- Knowledge of VAT, tax planning, and advanced accounting practices.
- Excellent verbal and written communicator with an enthusiastic can-do approach and the ability to convey complex financial information to diverse stakeholders clearly and effectively.
- Experience of dealing with colleagues, trustees and stakeholders.
- Excellent analytical and reporting skills, proficient in financial software and Microsoft Office Suite.
- Familiarity with a multi-fund accounting software.
- Organised, methodical and with great attention to detail.
- Willingness to undertake some basic tasks as part of a small finance team.
- Empathy with the beliefs and values of the Christian Faith and the aims and objectives of the Cathedral.
- Meeting the standards required to pass a Fit and Proper Persons test.

Desirable

- Experience within the charity sector.
- Experience of a trading company in a charity environment.
- Experience working within the Church of England.

Personal qualities

- Excellent interpersonal skills, in particular warmth, tact, diplomacy, discretion, and imagination.
- Committed to upholding the highest standards of safeguarding practice.
- Committed to equal opportunities and inclusivity and at ease when working at all levels.
- Highly collaborative.
- Self-motivated.

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How to
apply



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How to apply



Portsmouth Cathedral is working exclusively with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#) and include:

- A comprehensive CV
- A supporting statement (no more than two pages) summarising why you're applying and how you meet the person specification

For an informal and confidential discussion about the role, please contact:

Katherine Anderson-Scott, Executive Director of Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk.

Portsmouth Cathedral is a member of inclusive Church. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Closing date: Wednesday 20th May 2026

Interviews with Portsmouth Cathedral: 10th or 11th June

Charisma vetting interviews must be completed by EOD on 28th May prior to shortlist submission on 29th May



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