



**Diocese of Canterbury**  
CHANGED LIVES ➔ CHANGING LIVES

# Director of Finance Candidate Brief

AA0801  
August 2023

Managing Director  
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# Welcome from The Ven Stephen Taylor MBE, Diocesan Secretary



Dear Candidate,

I am delighted that you are interested in the role of Finance Director. Ours is the oldest diocese in England. Founded in 597, we stretch from Maidstone to Thanet, from the Isle of Sheppey to Romney Marsh. As well as villages, market towns and commuter-belt developments, we have 350 miles of coastline, historic ports and seaside resorts. Affluent areas sit next to pockets of major deprivation. We present an exciting and challenging mission context.

We want, by God's grace, a people who are:

- confident & creative disciples of Jesus Christ
- rooted in scripture & drenched in prayer
- living gratefully, giving generously, caring for creation and sharing the gospel
- growing in number & expectations – of God and ourselves
- motivated by justice & love, open to the Spirit and ready for adventure!

We are seeking a new Finance Director to drive the strategic financial direction and oversee the financial health of the Diocesan Board of Finance. This leadership role plays a crucial part in shaping the financial framework that underpins the diocese's mission and initiatives, ensuring effective stewardship of resources for the flourishing of our benefices and long-term sustainability of their mission. Your leadership extends to managing a dedicated Finance & Giving Team and Strategic Property Director.

You will be instrumental in providing strategic financial guidance to the Board of Finance to enable the Episcopal Staff Team, Archbishop's Council and Diocesan Synod to take informed decision-making that aligns with our missional objectives. Your primary goal will be to establish and maintain modern and robust financial systems, policies, and practices, ensuring compliance with regulatory requirements and promoting a culture of financial transparency and accountability. You will lead initiatives to enhance financial efficiency, manage investments, and explore opportunities for revenue generation to support the diocese's mission and growth. Your ability to navigate complex financial landscapes with limited financial resource and communicate financial concepts to non-financial stakeholders will be essential in driving the diocese's financial success and sustainability forward.

This is an exciting and rewarding role that gives a unique opportunity to contribute to the Church's mission in East Kent. I hope the candidate brief gives you all the information you might need. There is more information about us on our website: <https://www.canterburydiocese.org>. If you believe that you have the necessary skills and experience, please contact Sarah Thewlis Graham Associates, the managing director of our Executive Search partners on 0207 850 4781 or email her at [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com). She will be very happy to discuss this opportunity with you. God bless you.

Yours in Christ,

The Ven Stephen Taylor MBE  
Diocesan Secretary

# About the Diocese of Canterbury

Founded in 597 by St Augustine, Canterbury Diocese is the oldest diocese in England and has a special place in the life of the national and worldwide Church. With its iconic Cathedral it forms a focal point for the life of the whole Anglican Communion, offering a spiritual home and place of pilgrimage for people from every nation and walk of life.

Kent is renowned as the 'Garden of England' and this rural heart is core to our identity – yet the communities we serve are very diverse. Our Diocese stretches from Maidstone to Thanet, from the Isle of Sheppey to the Romney Marsh. We have 350 miles of coastline with historic ports and seaside resorts, alongside rural communities, market towns and commuter-belt urban developments. Affluent areas often sit alongside pockets of major deprivation, offering an exciting and challenging mission context.

With 334 churches and over 100 church schools, the Diocese of Canterbury is committed to serving every community in South and East Kent.

Ministry is offered through 120 parish clergy, 60 non-stipendiary clergy, 170 Readers, and thousands of volunteers – including churchwardens, Authorised Lay Ministers, youth group leaders, church officers and clergy with Permission to Officiate.

Around 16,000 people worship in our churches every week and many more thousands benefit from our mission and ministry through youth and children's work, lunch clubs, drop-in centres, food banks, winter shelters, community banks and ministry to people in care homes, hospitals, prisons, schools and universities.







## Where we're heading

At the heart of all we do is a vision of transformation for ourselves and our communities: no one can encounter God and remain unchanged. In our diocese, we want to increasingly become a Christian community transformed through encounter with Christ, overflowing to transform and bless the families, homes and communities we serve in Kent: Changed Lives → Changing Lives. In your role, in your place, we'll be looking for you to play a crucial part in making this vision a reality.

Changed Lives → Changing Lives unites us in purpose, but will be expressed in different ways according to what makes sense for different parts of our diocesan family. It's also a living strategy – as we listen to God and one another, the shape of our work together will undoubtedly change and grow. Could you help to develop this vision for the future?

## Our Cathedral

Canterbury Cathedral is a place of worship, a place to meet, a sanctuary, a haven, a celebration, a place of joy and occasionally sadness – but most of all it is alive with the people who make the Cathedral what it is today. The Cathedral's mission is: "To show people Jesus". More information [about Canterbury Cathedral](#) can be found here.

## Our Bishops – Archbishop Justin & Bishop Rose

Our Diocesan Bishop is the Most Revd & Right Hon Justin Welby, Archbishop of Canterbury. Archbishop Justin has many national and international responsibilities both in the Worldwide Anglican Communion but also as the 'metropolitan' bishop of the whole of the ecclesiastical 'province' of Canterbury: that is, the 30 diocesan sees of southern England and the Diocese in Europe. He has been the Archbishop of Canterbury since 2013 and has three main priorities for his ministry – Evangelism and Witness; Prayer and the Renewal of Religious life; and Reconciliation. [Find out more about Archbishop Justin here.](#)

The Rt Revd Rose Hudson-Wilkin is the Bishop of Dover and the Bishop in Canterbury. She has oversight for the day-to-day running of Canterbury Diocese on behalf of Archbishop Justin. She is leading the Diocese in delivering its three bold outcomes of :

- Doubling the number of children and young disciples.
- Every parish, benefice and deanery showing signs of revitalisation.
- 200 new Christian communities.

[Find out more about Bishop Rose here.](#)

## **Our Governance**

The Church of England is episcopally led (by Bishops) and synodically governed. Synods are our decision-making bodies. They are made up of a mix of elected clergy and lay people, representing every area of our diocese and Church. You can view our [Diocesan structures and organisation here.](#)

The Diocesan Synod with the Archbishop's Council is the key governance body of the Diocese, and at the very heart of supporting mission and growth.

The Archbishop's Council is responsible for considering matters of policy; advising the Bishop and determining how matters should be taken forward to the Diocesan Synod for further consideration. It is simultaneously the Standing Committee of the Diocesan Synod and the Board of Directors and Charity Trustees of the Diocesan Board of Finance.



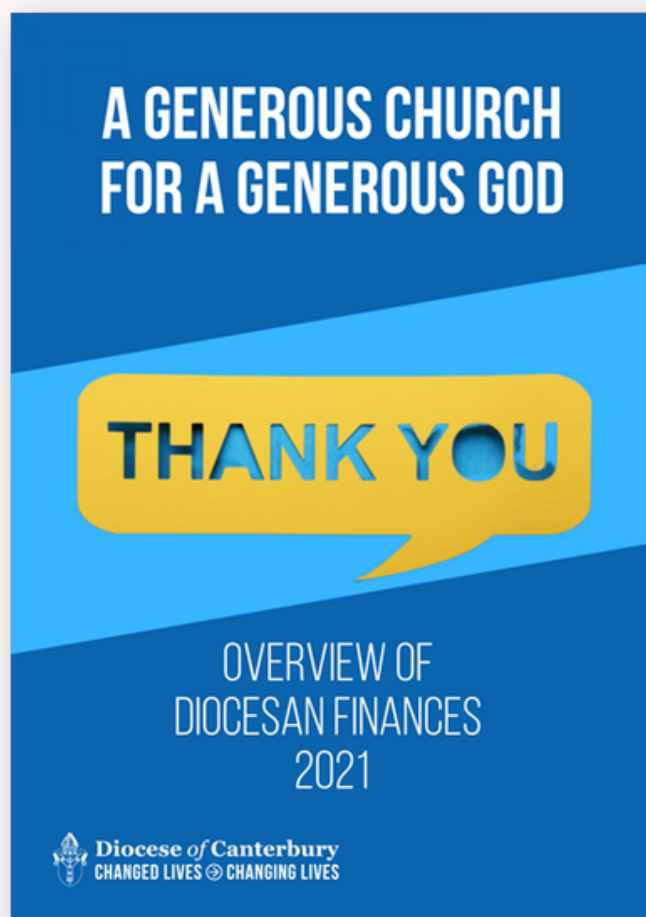
## Finance and Assets Committee

The Finance and Assets Committee has delegated responsibility to ensure sound financial management of the Diocesan Board of Finance. This covers three broad areas: finance, property management and pensions. It also oversees risk management.

## Annual Review

The Annual review for 2022 gives a very good overview of all the work of the Diocese and can be found here: <https://d3hgrlq6yacptf.cloudfront.net/5f209069c4808/content/pages/documents/annual-report-2022.pdf>

The accounts give some useful information about the finances of the dioceses. The Diocese is not a wealthy diocese, but we ensure that all resources are used wisely. It is good to know that the parish share in 2022 was fulfilled 93.2%. In addition we have been able to benefit from funds from the Church Commissioners and other grants. More detail is contained in the annual accounts for 2022 here: <https://d3hgrlq6yacptf.cloudfront.net/5f209069c4808/content/pages/documents/signed-trustees-report-and-financial-statements-for-the-year-ended-31st-december-2022.pdf>



## Our Vision:

Our vision is **Changed Lives → Changing Lives.**



**Diocese of Canterbury**  
**CHANGED LIVES → CHANGING LIVES**

## By God's grace we want to be a people who are...

- ...confident & creative disciples of Jesus Christ
- ...rooted in scripture & drenched in prayer
- ...living gratefully, giving generously, caring for creation & sharing the gospel
- ...growing in number & expectations – of God & ourselves
- ...motivated by justice & love, open to the Spirit & ready for adventure!

'Therefore we will...' is a recognition that words without actions are empty. It is a commitment to taking real steps now to make this vision a reality soon. The current actions that flow from this vision – both at a diocesan level and in our deaneries – are outlined in detail in the document below. Of course, these actions will change and develop over time – and we would encourage our parishes to consider this vision carefully for themselves, to explore together what actions they will commit to take, what their local 'Therefore we will...' might look like.

## Our Strategy:

The tag line for our strategy has been "Changed Lives → Changing Lives" for some time, encapsulating the idea that truly changed lives will positively affect and influence other lives; transformed Christians will lead to other lives being transformed as they become Christians too. Our vision and strategy align well with the national vision and strategy. We have adopted our own three bold outcomes by 2030:

- Doubling the number of children and young disciples.
- 200 new Christian communities.
- Every parish, benefice and deanery showing signs of revitalisation.



Our first request for investment to the Strategic Mission and Ministry Board (SMMIB) for £1m earlier this year was successful. It includes funding for a first tranche of 7 youth ministers in key churches across the diocese as well as funding for our Programme Office, including expansion of communications support and a data and measurement capability. We also have agreement in principle to fund a church plant. We are working with the Church Revitalisation Trust (HTB) on plans for a programme of plants.



In addition to the SMMIB funding, we are running the Youthscape LaunchPad for parishes keen to start or develop youth work. We envisage further tranches of children and youth ministers being necessary over the coming years and we are exploring a number of different models that could work in the different contexts across the diocese (i.e. urban, rural, mixed).

Find out how our strategy is evolving and how our work is being prioritised in our latest [Strategy Update September 2022](#).



# Job Description and Person Specification of the Director of Finance

## Role Profile

<b>Job Title</b>	Director of Finance
<b>Contract</b>	Permanent
<b>Salary</b>	£65,000-£70,000
<b>Hours</b>	35
<b>Primary Staff Team</b>	Finance & Giving
<b>Reports to</b>	Diocesan Secretary

## Job Purpose

The role of the Finance Director holds a pivotal position within the Diocese of Canterbury, driving the strategic financial direction and overseeing the financial health of the Diocesan Board of Finance. This leadership role plays a crucial part in shaping the financial framework that underpins the diocese's mission and initiatives, ensuring effective stewardship of resources for the flourishing of our benefices and long-term sustainability of their mission.

As the Finance Director, you will be instrumental in providing strategic financial guidance to the Board of Finance to enable the Episcopal Staff Team, Archbishop's Council and Diocesan Synod to take informed decision-making that aligns with our missional objectives.

Your primary goal is to establish and maintain modern and robust financial systems, policies, and practices, ensuring compliance with regulatory requirements and promoting a culture of financial transparency and accountability.

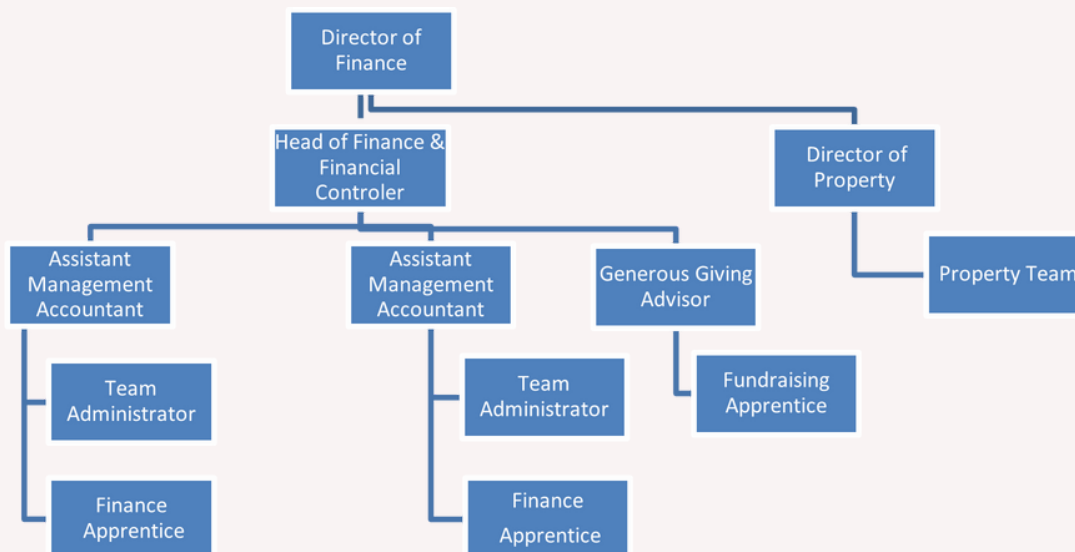
Key responsibilities of this role include formulating and executing the diocese's financial strategies, overseeing the annual budgeting process, and providing insightful financial analysis to support effective resource allocation. You will collaborate closely with the Diocesan Finance and Assets Committee to aid in achieving the diocese's goals while managing risk.

Your leadership extends to managing a dedicated Finance & Giving Team, fostering their professional growth, maintaining a collaborative and friendly environment that encourages modernisation and process improvement. Additionally, you will lead initiatives to enhance financial efficiency, manage investments, and explore opportunities for revenue generation to support the diocese's mission and growth. You also line manage the Strategic Property Director.

The Finance Director also plays a essential role in maintaining relationships with parish treasurers, deanery representatives, and other stakeholders, ensuring the equitable distribution of financial contributions and reinforcing partnerships that drive the whole diocese's financial well-being.

The post holder must possess a deep understanding of financial principles, a keen eye for detail, and a commitment to upholding financial integrity. Your ability to navigate complex financial landscapes with limited financial resource and communicate financial concepts to non-financial stakeholders will be essential in driving the diocese's financial success and sustainability forward.

## Finance and Giving Team



## Key Responsibilities

1. Lead financial strategies for the Diocese ensuring a sustainable system of long-term planning, effective annual budgeting, and financial management.
2. Lead the preparation of the diocesan annual budget to enable the effective delivery of the strategic vision.
3. Communicate financial information effectively to Synod, Archbishop's Council, DBF, and key stakeholders to inform effective and accurate decision making.
4. Monitor and report on financial performance against budget, raising potential areas of concern and potential on a timely basis. Oversee cash-flow reporting and forecasting including projections of capital flows.
5. Develop and build strong relationships at all levels, with clergy and lay people as required, recognising that parishes are critical to the performance and the financial health of the diocese as a whole.
6. Manage the Parish Share system, ensuring that share is appropriately calculated and communicated. Monitor payments of share income with regular reviews and followed ups.
7. Ensure that the accounting records for the charity and its associated group of companies/charities are kept accurately and up to date. Ensure that statutory accounts are produced to an agreed prompt timetable and all finances comply with all regulatory reporting requirements. Manage liaison with the Diocese's auditors.
8. Develop and implements modern management of financial information which will contribute to the financial health of the Diocese, to include enhanced information on parish share and clergy costs and also non-financial Key Performance Indicators.
9. Supporting the Head of Finance – Lead, manage, and motivate the Finance Team, delegating where appropriate, carrying out regular reviews, ensuring the provision of training and continuously improve and modernise our systems and services in line with legislative requirements and best practice.
10. Develop processes to review and understand issues being experienced by parishes, so that parishes can be further supported by the Diocese in order to improve financial performance.
11. Manage the Risk Register, and ensure risks are appropriately identified, mitigated and monitored – leading on all financial/property/investment related risks.
12. Oversight of the Property budget, including strategic planning of capital expenditure and investment in property, ensuring maintenance costs are effectively managed and income from rental etc is maximised.
13. Oversee investments, trusts and funds held by the DBF both in it's own right and as Custodian Trustee on behalf of parishes, and provide guidance on their stewardship and governance.
14. A key member of Diocesan Office and Senior Management Team (SMT), actively participate in the Diocesan Finance & Assets Committee, Archbishop's Council and attending Diocesan Synod meetings whilst ensuring that the Diocesan Secretary is briefed and kept up to date on any financial issues that may impact on Senior Management/Episcopal Staff Team and regulatory compliance.

*This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes including the team context may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*



## Contact with others

**Internal** All departments of Diocesan House, the Bishop's Office, Archbishop's Council, Finance and Assets Committee, Episcopal Staff Team, Diocesan Synod.

**External** All diocesan Parishes, Clergy and Deaneries, HMRC, Diocesan Auditors, National Church Institutions, Deanery and Parish Treasurers, CCLA, Inter-Diocese Finance Forum.

## Person Specification

### Essential

- Proven experience at a senior level, strategically managing an organisation's financial health, ideally with experience in the charity sector.
- Experience in planning and leading organisational change within a financial context.
- Prior experience in effectively managing a finance department demonstrating excellent relationships and interpersonal skills.
- Some knowledge of the structures and mission of a Diocese within the Church of England, its organisational setup, diversity, dynamics, and the financial structures.
- A strong enthusiasm for the Church's Mission and a good understanding of Christian values.
- Ability to adapt in a changing environment, demonstrating both autonomy and collaboration skills required to advance the diocesan mission.
- Excellent written and verbal communication skills, as well as strong numeracy. This includes the ability to facilitate discussions and engage with stakeholders based on past experience.
- Strong organisational and planning skills.
- Attentive to detail while also being capable of developing a strategic vision.
- Ability to establish good relationships with members of the Church at all levels.
- Ability to present reports clearly and authoritatively to senior figures within the Church.
- Capable of interpreting numerical figures and managing processes when faced with financial challenges.
- Fully qualified member of one of the UK's recognised accountancy bodies such as ACA, ACCA, CIMA, or CIPFA.
- Right to Work in the United Kingdom.

### Desirable:

- Previous experience with Charities or Not-for-Profit organisations is desirable but not essential.
- A basic understanding of the UK taxation framework as it pertains to charities, including Income Tax, Gift Aid, and VAT, is desirable but not necessary.

## **Equalities and Diversity**

We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual.
- reflects the diversity of the nation that the Church of England exists to serve.
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential whatever their circumstances.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

## **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

## **Safeguarding**

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy <https://www.canterburydiocese.org/safeguarding>

If required by the post, the Post holder must have an up-to-date satisfactory Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training. Failure to comply with the above or keep your training updated may delay your employment starting, or may trigger a disciplinary process and / or dismissal.

## **Circumstances**

The successful candidate may need to work very occasionally on evenings and some weekends (including some Sundays) but would accrue time off in lieu. The post holder will be required to travel across the Diocese for meetings, so the ability to travel to remote locations and work flexibly is a necessity.

## **Data Protection and Security of Information**

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese. The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

## **Health and Safety**

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.

# Contract, Salary and Benefits

- £65–70k.
- Permanent contract.
- 35-hour week.
- 15% employer pensions contribution.
- Generous life insurance.
- 24 days annual leave + Christmas closure.
- Birthday Leave.
- Wellbeing day per annum.
- Central Canterbury location with free parking.





# Timeline, Application process and How to apply

## Timeline

**Tuesday 26 September 4pm** – Applications close

**Friday 29 September –** – Thewlis Graham consultant interviewing of interested candidates  
**Monday 9 October**

**w/c 16 October** – Diocese of Canterbury interviews

## Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Job Description and Person Specification section and the people who best meet these will be invited for interview with Thewlis Graham online.

Those candidates not invited to interview will be advised by email by mid-October. Longlisted candidates will be advised by email. After a consultation between the Diocese of Canterbury and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the client. There will be first and second stage client interviews.

## How to apply

To apply for this position, please complete the three steps below, emailing your documentation to [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) quoting reference AAO801.

1. Your CV in Word format only.
2. Your covering letter in Word format only, to cover the following points:
  - Your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
  - Your current remunerations details and notice period and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission).
  - Please keep the letter to a maximum of three pages in total.
3. Please complete the Diversity Monitoring form, please see the next page.

**Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 or email [clb@thewlisgraham.com](mailto:clb@thewlisgraham.com) if you have any queries.**

**If you would prefer to receive this candidate brief in a more accessible format, please contact us.**



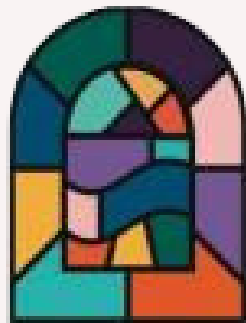
# Diversity and Inclusion Monitoring

Diversity and inclusion monitoring is independent of the recruitment process but please do send a completed form with your application. Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Lizzy on: [Lint@thewlisgraham.com](mailto:Lint@thewlisgraham.com).

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you.



LIVING  
IN LOVE  
& FAITH

# Contact Us

## Thewlis Graham Associates

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