

Interim Chair of the Winchester

DIOCESAN BOARD OF FINANCE

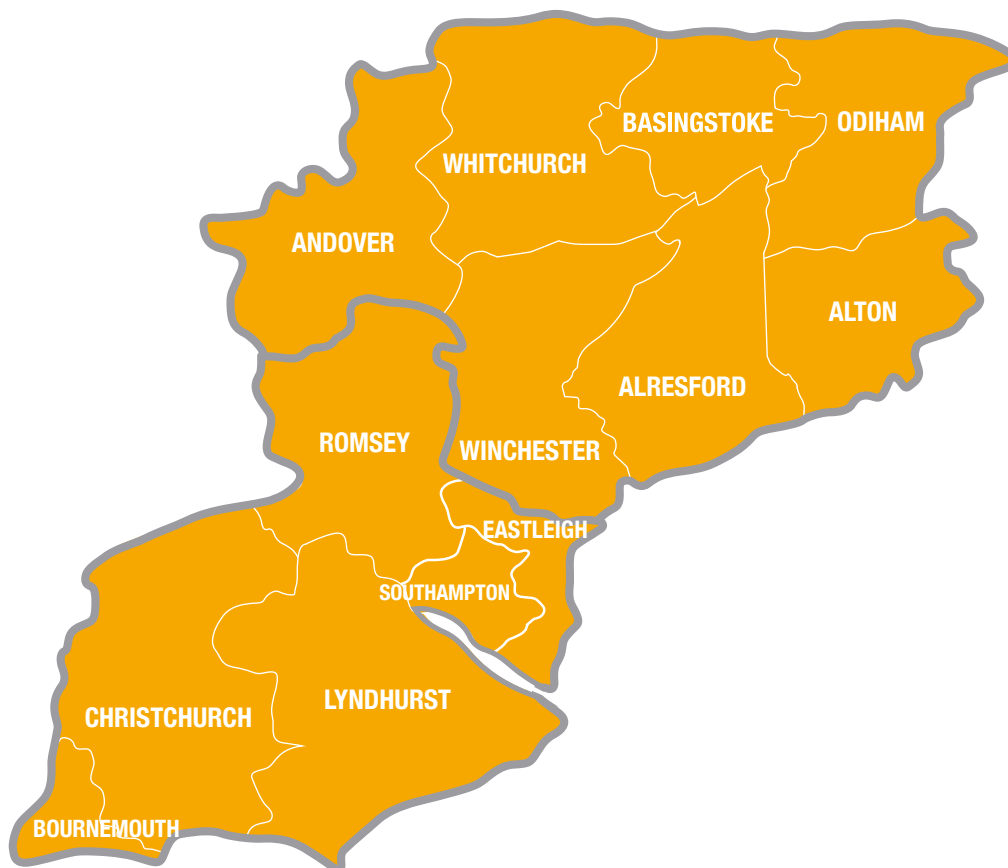
Application Pack
December 2021

Thank you for your interest

in the role of Interim Chair of the Diocesan Board of Finance for the Diocese of Winchester.

Please find enclosed the following information:

Page 3	Introduction from the Bishop of Southampton
Page 4	Context of the role
Page 5	Job description and person specification
Page 10	Outline of key terms and how to apply
Attachments:	The Memorandum & Articles of Association of the WDBF



Dear Applicant,

We are most grateful to you for considering this voluntary role of Chair of our Diocesan Board of Finance, or DBF, here in the Diocese of Winchester.

The Diocese is currently in a period of transition, following the substantial impact of Covid on our finances, and the departures of our Diocesan Bishop and Chief Executive in 2021. We are now reaffirming our commitment to our strategic mission priorities, and seeking to spend some time considering the ways in which we manage our governance and decision-making processes.

Against this backdrop, we have identified the need to appoint an interim Chair of the Winchester Diocesan Board of Finance (WDBF). The ideal WDBF Chair will be someone with a passion for the Church's mission, strong skills in the area of finance and communication, an enthusiasm for working with gifted colleagues, a can-do attitude, and the ability to ask the right kind of questions. As we seek to make the very best use of all our assets (people, property and finance), we would love you to consider this fulfilling role, which will play a key part of our mission.

We look forward to receiving your CV and a supporting statement (no more than 2 sides of A4) highlighting your reasons for applying, what you can bring to the role, and how you meet its requirements. The closing date for receipt of applications is 31st January 2022. If you would like to have an informal discussion about the role, please contact Colin Harbidge, Director of Operations, in the first instance by email colin.harbidge@winchester.anglican.org

Yours faithfully

+Debbie Sellin
Bishop of Southampton



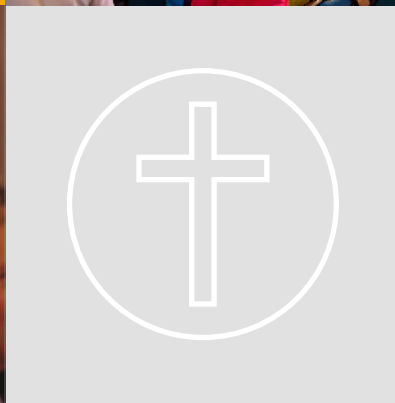
Context

The Chair of the DBF is an important figure in the smooth running of the diocese. His/her principal task is to provide overall leadership of the Directors of the WDBF in developing strategic financial plans and budgets for the Diocese in support of the Diocesan Mission Strategy. This involves close co-operation with the Diocesan Bishop and Diocesan Secretary and the confidence of Diocesan Synod.

The Diocesan Board of Finance is a charity and a company limited by guarantee and is accountable under the Diocesan Boards of Finance Measure 1925. Members of the Bishop's Council are trustees and company directors. Under agreements reached at the Synod, the DBF receives income from the parishes, the Archbishops' Council and other sources.

With assets of c£158m (mainly housing) and a budget of c£12m, the DBF is responsible for financing stipends, clergy housing and the work of diocesan boards and departments. The DBF has an administrative and financial staff of approximately 50 personnel based at Wolvesey Winchester.

The position of Chair of the DBF, which is an appointment of the Bishop, is voluntary, unpaid and requires significant commitment which can be expected to average 1-2 days a month. Expenses will be reimbursed. The appointee must be a member of Diocesan Synod, being co-opted if necessary. This will be an interim appointment initially on a 2 year basis.



Chair of the Diocesan Board of Finance

Job Description

VOLUNTARY ROLE

Job Purpose

- To lead the Directors of the WDBF in developing strategic financial plans for the Diocese in support of the Diocesan Mission Strategy.
- To oversee the operation of the WDBF in close co-operation with the Diocesan Secretary, guiding the Bishop's Council on finance, risk and governance.
- To chair the Finance Monitoring Group and ensure that an independent person chairs the Audit committee ensuring the annual accounts are prepared and audited in line with charitable and legal regulations.
- To guide the preparation of the annual budget and 3-year plan in consultation with the Diocesan Secretary and Diocesan Bishop, presenting the budget to Diocesan Synod.

The Interim Chair will be formally nominated by the acting diocesan bishop and appointed by the WDBF for an initial period of 2 years (current triennium runs from 1st February 2021 to 31st January 2023).

Accountable to

- (Acting) Bishop of Winchester
- Diocesan Synod
- The DBF Chair is an ex officio member of the Diocesan Synod and Bishop's Council.

Relationships:

- Bishop of Winchester, Bishop of Basingstoke, Bishop of Southampton and Archdeacon of Winchester
- Diocesan Secretary & Finance Director
- Members of Bishop's Council
- Chairs of Diocesan Synod
- Diocesan Leadership Team, i.e. the senior leadership team in the Diocese
- Peers in other dioceses

Key Duties and Responsibilities

General

- To ensure that the diocese plans strategically by working closely with the Diocesan Leadership Team, and particularly the Diocesan Secretary, to ensure that there is clarity about the resourcing of the diocese's strategic themes at all levels;
- To ensure that management effort is effectively directed within a framework of a clearly stated diocesan vision, priorities and key tasks

- To ensure that the boundaries of management authority are clearly defined by ensuring that a financial policy framework is established within which the diocesan administrative staff can be given freedom to manage the Board's operations
- Working closely with the Diocesan Secretary, to ensure an appropriate performance evaluation process is established and monitored.
- To keep abreast of national campaigns, policies, legislation and respond to them. Together with the Diocesan Secretary, respond on behalf of the WDBF to national initiatives and wider consultations on issues.
- To meet with the Bishop of Winchester at least twice per year for a general update and as required
- To be available for consultation with the Vice Chairs, Diocesan Secretary and Finance Director as necessary during the year. This may involve meetings but is more likely to be by telephone or email.
- To take a lead on financial issues where staff members may have a conflict of interest (eg staff pension scheme); and to lead teamwork on other issues as requested by the diocesan bishop

Operational

Whilst not involved in daily operations, the chair of the WDBF is involved in policy making and the development of financial policies for Bishop's Council to consider. Executive functions of WDBF are carried out by the Diocesan Secretary, Director of Finance and other employees under their direction.

- To be a key point of contact for the Diocesan Secretary on all matters relating to the running of the WDBF and its work, maintaining regular contact with the Finance Director.
- To act as final arbiter in the WDBF's performance, disciplinary and grievance procedures for staff.
- To ensure, along with the Bishop, that staff members of the Diocesan Leadership Team are appropriately remunerated.
- To assist the Bishop in supporting, appointing and appraising the Diocesan Secretary.
- To work collaboratively with the Bishop and the Diocesan Leadership Team, members of the Bishop's Council and the Chairs of other Diocesan boards and committees.

Financial

- To chair the meetings of the Directors of the DBF.
- To present annually to Synod the Board's Annual Report, Financial Statements and the Diocesan budget.
- To oversee the auditing of the Diocesan Accounts, Chairing the Finance Monitoring Group.
- Attending the inter-diocesan finance forum which comprises three representatives from each diocese and meets three times a year at Church House, Westminster.
- To visit parishes or deaneries on request or where there is known to be a problem, e.g. to present the diocesan budget, or deal with complaints or concerns about Common Mission Fund.

Chair of the Diocesan Board of Finance

Person Specification

	Essential	Desirable
Qualifications	A good general level of education ideally to degree level and beyond.	Professional qualification and /or professional membership in accounting or business leadership.
Experience (able to evidence)	<p>Extensive experience of leading and translating strategic vision into practical and operational plans through the organisation, management and effective use of resources in a people- based context.</p> <p>Significant experience of leading or governing an organisation going through change ideally in the charitable sector.</p> <p>Experience of chairing complex, professional meetings at a senior level in an efficient manner.</p> <p>Experience of balancing conflicting views, reaching and taking responsibility for decisions.</p> <p>Experience of steering and guiding discussion and achieving practical consensuses.</p>	
Knowledge	<p>Fully cognisant of published accounts with a good working understanding of the principles of investment.</p> <p>A thorough understanding and appreciation of parish perspectives and requirements.</p>	Understanding of the Church of England, its organisation and governance structures.

	Essential	Desirable
Knowledge (continued)	A familiarity with the local area and a commitment to the strategy of the Diocese of Winchester.	
Skills	<p>Strong organisational awareness to ensure the smooth operation of the WDBF and its relationship to and with other diocesan governance structures.</p> <p>Capable of giving good presentations to large bodies of people.</p> <p>Ability to ensure that decisions and recommendations are made and followed through.</p> <p>Strong analytical skills, with good attention to detail.</p> <p>Skills in negotiation to assist in resolving conflict, with a pragmatic and solutions-orientated approach.</p> <p>Effective and clear communicator, with excellent written, verbal, presentation and communication skills, able to sensitively communicate unpopular decisions or advice.</p> <p>Excellent listener – able to absorb information on range of topics and respond in manner appropriate for the listener.</p>	Skilled and effective at delivery of workshops or training courses.
Behaviours	<p>Demonstrable maturity and professionalism.</p> <p>Able to work independently and on own initiative as well as being integral member of a team.</p>	

	Essential	Desirable
Behaviours (continued)	<p>Ability to establish credibility and respect and build strong working relationships with wide range of colleagues.</p> <p>A warm and open demeanour, with a collaborative working style.</p>	
Personal	<p>A high level of integrity and discretion, handle confidential information with diplomacy and sensitivity.</p> <p>Presents a professional and positive image at all times.</p> <p>An ability to work with people of all ages and background.</p> <p>The DBF is a registered charity with the Bishop’s Council as the legal trustees. The Chair must in no way be debarred from taking office as a director.</p>	

Outline of key terms

- Voluntary appointment with a term of office of up to six years
Expenses paid
- Use of office facilities in attractive, surroundings at Wolvesey, Winchester Hampshire, SO23 9ND, with on-site car parking.

How to apply

To apply for this role, please send the following:

- A CV and a supporting statement (no more than 2 sides of A4) detailing your reasons for applying, what you can bring to the role and how you meet its requirements.
- Details of three referees, one of whom should be the vicar or minister of your church, to colin.harbidge@winchester.anglican.org or forward your application, marked ‘Strictly Confidential’, to **Colin Harbidge, Director of Operations, Wolvesey, Winchester Hampshire, SO23 9ND** no later than the closing date: **31st January 2022**.