

# Interim Chair of the Winchester DIOCESAN BOARD OF FINANCE

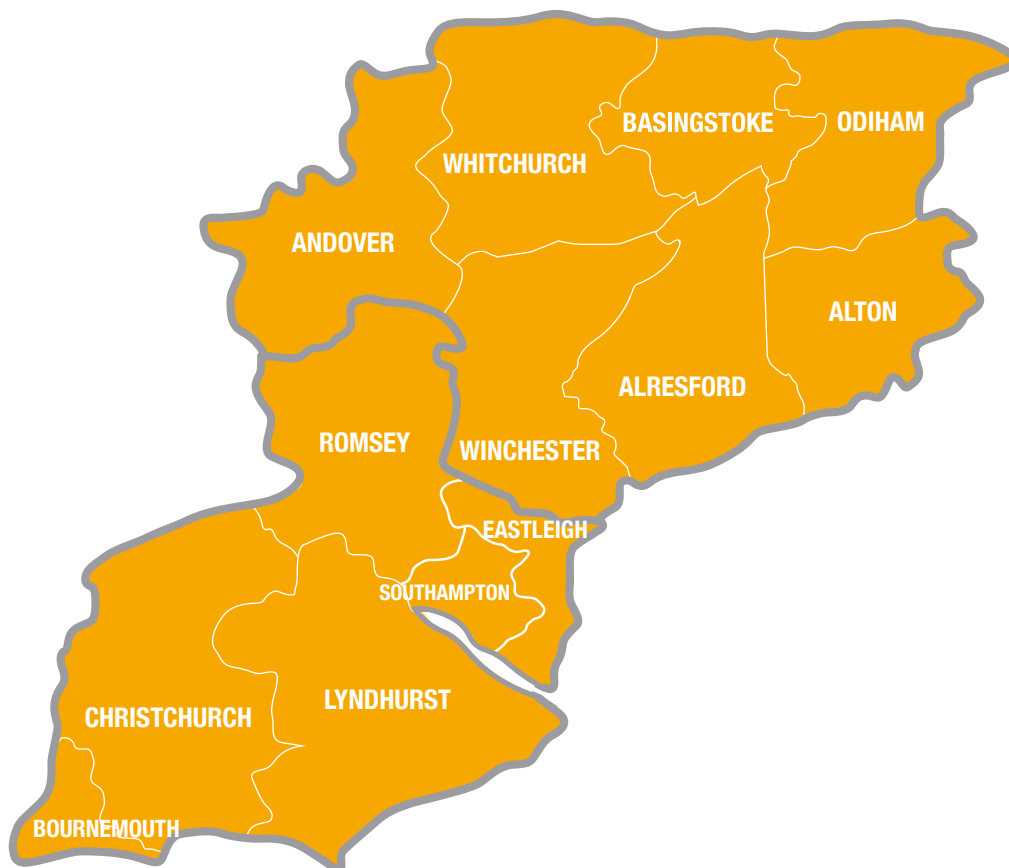
Application Pack  
May 2022

## 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:

- Introduction from the Bishop of Southampton
- Context of the role
- Job description and person specification
- Outline of key terms and how to apply





## 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. If you would like to have an informal discussion about the role, please contact Colin Harbidge, Interim Diocesan Secretary and Chief Operating Officer, in the first instance by email **[colin.harbidge@winchester.anglican.org](mailto: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.

The Interim Chair will be formally nominated by the acting diocesan bishop and appointed by the WDBF for an initial period of 2 years.

#### 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
- Director of Finance
- Members of Bishop's Council
- Chair of the Finance Monitoring Group
- 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 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 Team as necessary during the year. This may involve meetings but is more likely to be by telephone or email.

## 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.
- 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, supported by the Chair of the Finance Monitoring Group.
- To work closely with the Diocesan Secretary and Finance Team in the auditing of the Diocesan Accounts.
- 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.