

Finance & Operations Director

JUBILEE HOUSE
Diocese of Southwell & Nottingham



VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

JOB PURPOSE

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence and Courage.

The Finance and Operations Director is a senior leadership role that combines strategic financial stewardship with operational oversight, ensuring the Diocese's resources are effectively managed in alignment with the vision and mission. This includes working collaboratively across the organisation, with frequent and detailed parish engagement, to shape and implement financial strategy, while also leading the administration of financial initiatives which include, giving, strategic operations and property-related activities.

This role is pivotal in operational delivery by ensuring that finances are well stewarded and strategy is effectively operationalised, integrated and executed.



JOB PROFILE

Title	Finance & Operations Director
Reports to	CEO (Martin Cooper)
Location	Jubilee House, Southwell
Basis of employment	Permanent
DBS check required? (Yes/No)	Yes
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a committed Christian in the Anglican tradition or another member denomination of Churches Together in England or a member of the Evangelical Alliance.
Date written/updated	January 2026

WORKING RELATIONSHIPS (BOTH EXTERNAL & INTERNAL)

- Chief Executive
- Jubilee House Leadership Team
- Bishop's Core Team
- Department heads
- Deanery teams
- Parish teams, volunteers & staff
- External agencies
- Governing bodies

MANAGEMENT RESPONSIBILITY

- HR Manager
- Senior Finance Officer
- Property Team
- Digital Giving Advisor
- Gift Aid Administrator

PRINCIPAL TASKS

KEY RESPONSIBILITIES

Strategic Financial Leadership

- Collaboratively support the development and implementation of financial strategies that align missionally with the diocesan seven areas of focus, across the Diocese with particular support to Parishes.
- Prepare and present financial reports, including budgets, forecasts, and risk analyses, to senior management and decision making committees.
- Engage with third party contractors to advise on financial planning, investment strategies, and capital structure decisions.
- Ensures the diocesan residential property portfolio strategically meets missional needs.

Operational Management

- Oversee day-to-day operations, including HR, Property and Finance teams.
- Implement policies and procedures to enhance efficiency and compliance.
- Manage relationships with committees, contractors, and other external partners.

Risk and Compliance Oversight

- Identify and mitigate financial and operational risks.
- Ensure compliance with relevant laws, regulations, and National Church standards.
- Coordinate audits and implement internal controls.

Team Leadership and Development

- Lead and mentor Finance and Operations teams.
- Foster a culture of continuous improvement and accountability.
- Collaborate with other departments to align operational goals with the overall Diocesan vision, mission and strategy.

PERSONAL SPECIFICATION

EXPERIENCE AND QUALIFICATIONS

- Professional accounting qualification (e.g., ACA, ACCA, CIMA).
- Extensive experience in financial management and operational leadership.
- Strong understanding of financial regulations and compliance requirements.
- Proven ability to lead cross-functional teams and manage complex projects.
- Excellent communication and interpersonal skills.

TERMS OF EMPLOYMENT

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Work pattern	<p>Standard working hours are 35 hours per week. Flexible working is essential according to the needs of the role and responsibilities included.</p> <p>The post holder may be required to work out of hours and occasional weekends.</p>
Salary	
Holiday	FTE: 25 days per annum plus 8 bank holidays and 5 discretionary days
Probation	6 months
Special Conditions	There is a genuine occupational requirement for the post holder to be a committed Christian in the Anglican tradition or another member denomination of Churches Together in England or a member of the Evangelical Alliance.

For an informal conversation, please contact Martin Cooper, Chief Executive, via ce@southwell.anglican.org

The Diocesan Board of Finance intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

January 2026



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