Chair of the Diocesan Board of Finance (DBF)

Role Description

Overall Purpose of the Post

To work with the Diocesan Bishop, the senior staff team and the Diocesan Secretary to ensure that the DBF's functions are carried out effectively and efficiently.

To chair the Board of the DBF, which is responsible for the following areas of work:

- Governance and engagement with the Charity Commission
- HR
- Staffing
- Property – buying/selling/maintenance of Parsonages/Church House/other properties
- Risk Register
- Scrutiny
- Annual Audit
- Pensions
- Parish Share

Principal Duties

1. To work in conjunction with the Diocesan Bishop and the Chairs of the Houses of Clergy and Laity of the Diocesan Synod, engaging with Synod as required.
2. To chair meetings of the DBF, including the Central Services Committee (approx. 6 meetings per year) and its sub-committees (e.g. Parish share committee).
3. To present the work of the Central Services Committee to Bishop's Council and the Diocesan Synod.
4. To work with the Diocesan Secretary and other Directors to oversee the diocesan finances and produce the finance budgets.
5. To provide effective leadership to the DBF, including agreeing the agenda of relevant meetings and signing off minutes/action plans, chairing the meetings and monitoring the follow-up actions.
6. To ensure the DBF discharges its role and functions in line with the terms of reference and Charity Commission guidelines.
7. To work with the Diocesan Bishop, Diocesan Secretary and senior staff to ensure that there are adequate staffing levels and that there is sufficient capacity to deliver a high-quality support service to the Diocese.
8. To advise, where necessary, the Diocesan Bishop, and/or Diocesan Secretary on specific concerns/issues relating to the DBF.
9. To engage in the Inter-Diocesan Finance Forum's national and regional network meetings, as required.

10. To respond to correspondence sent to the DBF Chair, with support where appropriate from officers of the Diocese.
11. To produce, with the assistance of the Diocesan Secretary, an annual report for Bishop's Council, and Diocesan Synod on the work of the DBF.
12. To ensure that the Diocesan Synod receives and discusses information and themes from the national church as necessary.
13. To attend ad hoc meetings to discuss relevant matters with various members of staff.
14. To line-manage the Diocesan Secretary as needed and act as a "sounding board".

November 2026