



CHIEF FINANCIAL OFFICER

Information for Candidates

August 2025

THE CATHOLIC DIOCESE
OF NORTHAMPTON



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WELCOME



As Moderator of the Curia and Episcopal Vicar for the King (Governance) Vicariate, it is both a privilege and a responsibility to invite you to consider serving the Diocese of Northampton as our Chief Financial Officer. This is not simply a senior leadership position; it is a ministry of stewardship, entrusted with protecting and strengthening the resources of the Church so that the Gospel may be proclaimed, the Sacraments celebrated, and the People of God served with love and integrity.

The mission of the Diocese is rooted in the call of Christ to “go and make disciples of all nations.” In every parish, school, and ministry, faithful clergy, religious, and lay people—often volunteers—give of themselves generously to advance this mission. Sound, transparent, and well-structured financial management is essential to sustaining their work. The Chief Financial Officer will ensure that our financial house is in order: not for its own sake, but so that our priests can focus on pastoral care, our catechists on formation, our schools on education, and our charitable works on serving the poor and vulnerable.

We are seeking a servant leader—someone who will approach this role with humility, diligence, and a clear sense of vocation. The successful candidate will not only oversee budgets, investments, and compliance, but will also be able to interpret complex financial data in ways that inspire strategic, missionary decision-making. This is a role where financial acumen and balance sheets ultimately point to something greater: the living mission of the Church and the care of the communities we serve, now and for generations to come.

If you feel called to bring your professional expertise to the service of the Gospel, to help ensure that every resource is used wisely for the building up of God’s Kingdom, then I encourage you to discern whether this is the place where your skills and our mission meet.

Canon Christopher Perry



OUR MISSION



The Roman Catholic Diocese of Northampton exists to share the Good News of Jesus Christ across Northamptonshire, Bedfordshire, Buckinghamshire, and that part of Berkshire north of the River Thames.

Rooted in our identity as Eucharistic communities, we draw strength from the grace of the Sacraments to live as faithful witnesses of Christ's love. We are committed to taking the Gospel beyond the walls of our churches, reaching out to our local communities with compassion, hope, and joy.

In the spirit of evangelisation, we seek to accompany all people on their journey of faith, inviting them into a deeper relationship with God. Through social action projects, we stand alongside the most vulnerable and marginalised, working to bring about justice, dignity, and care for those in need.

Guided by the Holy Spirit and inspired by the example of the saints, we strive to be a living sign of God's Kingdom in our time and place.



ABOUT THE DIOCESE

The Catholic Diocese of Northampton covers the traditional counties of Northamptonshire, Bedfordshire and Buckinghamshire, together with the town of Slough, a Unitary Authority within Berkshire.

With its southern edge resting on the Thames and its northern tip in the East Midlands, it is by no means the smallest English diocese. There are 69 principal parishes with another 26 “satellite churches”, chapels of ease, and a few more Mass centres in private schools and other institutions. They are served by 48 active diocesan priests, assisted by 12 active priests from other dioceses and 18 from religious orders.

The diocese has 29 schools at primary/infant/junior level, six secondary schools, one 4-19 VA through-school, one private primary school, a private prep school, and one private girls’ boarding through-school. Between them they educate some 20,700 pupils.

The diocese is a registered charity, The Northampton Roman Catholic Diocesan Trust, and is also a registered company. The Chief Operating Officer will be the Honorary Secretary to that corporation. There is one active trading subsidiary, RCDN Property Services Ltd, which provides project management for school projects. There are separate Trustees’ Property, Investment and Health and Safety Committees.

More information

Visit the Diocese [website](#)

Read our latest [Financial Statements](#) for the year ending 31st March 2024.





ORGANISATIONAL STRUCTURE

Following his appointment as Bishop of Northampton in 2020, Bishop David Oakley introduced a three-fold vicariate structure based on the roles of **Priest** (Clergy), **Prophet** (Mission), and **King** (Governance). Two years later, after our diocesan synodal activity as part of the Synod of the Universal Church, a fourth vicariate—**Servant** (Synodal Listening)—was added. The Vicariates offer a motivation of work for the departments hosted within them.

Each vicariate is led by an Episcopal Vicar appointed by the Bishop. Together, these four priests, along with the Vicar General, form the **Bishop's Council**. The Bishop's Council advises the Bishop on all aspects of diocesan life and serves as his primary sounding board.

Diocesan Trustees hold responsibility for governance and compliance, ensuring the effective stewardship of charitable resources in order to fulfil the Bishop's vision for the diocese. The Bishop chairs the full Trustee Board meetings. Several trustee sub-committees oversee specific areas, including finance, risk and audit, safeguarding, property, education, and clergy welfare. The Chief Operating Officer, Chief Financial Officer and Director of Communications attend the full trustee meetings as executive representatives.

The **Chief Operating Officer** ensures that the operational practices of the diocese are productive, efficient and compliant. They attend most sub-committee meetings of the trustees and the full board meetings, agreeing the agenda with the Bishop and take overall responsibility for the operational policies and procedures.

The **Senior Leadership Team (SLT)** consists of diocesan employees who lead the various departments. Their role is to implement decisions made by the Bishop's Council. Most SLT members report to both a line manager and a clerical lead. Many clerical leads are members of the Bishop's Council, enabling them to liaise effectively with the SLT and provide guidance.



JOB DESCRIPTION

Job title	Chief Financial Officer
Responsible to	Bishop of Northampton
Location	St Thomas Centre, Marriott Street, Northampton, NN2 6AW and travel within the Diocese and occasionally beyond
Working hours	35 hours per week
Contract	Full-time, permanent
Salary	£75,000 – £85,000 per annum

Role purpose

The Chief Finance Officer (CFO) will provide strategic leadership and oversight of all financial operations across the Diocese. As a key member of the senior leadership team, the CFO will ensure financial sustainability, regulatory compliance, and effective stewardship of the Diocese's resources in support of its mission to advance the Roman Catholic faith, and the role is pivotal in safeguarding and enhancing the Diocese's Mission and the supporting physical estate for current and future generations.

Acts as deputy to the Chief Operating Officer (COO) in the case of absence.

Main duties

Strategic leadership

- Develop and implement financial strategies aligned with the Diocese's mission and long-term goals.
- Advise the Bishop, COO, and Trustees on financial planning, risk management, and investment strategies.
- Lead the annual budgeting process and long-term financial forecasting.



Financial management

- Oversee the preparation of statutory accounts, management reports, forecasts, and financial statements.
- Ensure compliance with Charity Commission financial regulations, HMRC, other statutory bodies and Canon Law.
- Manage cash flow, reserves, and investment portfolios in line with ethical and diocesan guidelines.
- Develop parish reporting systems to ensure timely submissions.
- Manage all insurance policies including structure and claims.
- Oversee the management of fundraising activities.

Transformation

- Drive the transformation of finance processes across the Diocese, to ensure processes are fit for purpose, and that we maximise the use of technology to make processes more effective. This includes implementing a new parish returns system, removal of all paper processes and ensuring that the Diocese and Parish accounting processes are seamless.
- Evolve the finance processes to be best in class across England & Wales.



Governance and reporting

- Provide regular financial reports to the Board of Trustees and the Finance Audit & Risk Committee.
- Lead on internal and external audits, ensuring compliance, transparency and accountability and maintain financial policies, procedures, and controls.
- Company Secretary ensuring full compliance with Companies House filing obligations for all Diocesan Companies and ensuring timely filing of all statutory returns and accounts with the Charity Commission.

Team leadership

- Lead and develop the finance team, fostering a culture of service, integrity, and continuous improvement.
- Provide regular updates on financial position and goals of the Diocese with Parish Priests and Finance Committee Chairs. Ensuring parishes are supported on compliance through training, guidance and communication of legal and Diocesan requirements.

Stakeholder engagement

- Liaise with external auditors, investment managers, banks, and legal advisors.
- Collaborate with all diocesan departments, schools, parishes and parish priests to support financial planning and reporting.



PERSON SPECIFICATION

Essential

- Qualified accountant (e.g. ACA, ACCA, CIMA).
- Relevant senior financial leadership experience.
- Strong knowledge of charity finance, SORP, and regulatory frameworks.
- Excellent analytical, communication, and interpersonal skills.
- Proficient in financial systems (e.g. Sage), Excel, and Microsoft 365.
- Experience of managing investment portfolios and working with Trustees.

Desirable

- Experience within the charity or faith-based sector.
- Understanding of Catholic Church structures and ethos.
- Experience managing investment portfolios and working with Trustees.

Personal attributes

- Committed to the mission and values of the Catholic Church.
- High integrity and ethical standards.
- Strategic thinker with a hands-on approach.
- Collaborative and empathetic leader.



TERMS AND CONDITIONS

Contract

This is a permanent, full-time appointment. Nominal hours are 35 hours per week. Overtime will not be paid but time off in lieu may be taken.

Pension

Diocesan Personal Pension arrangement matching personal contribution up to 4% of salary.

Annual leave

27 days holidays in addition to usual public holidays.





HOW TO APPLY

For an informal discussion about the role, please contact our recruitment partners, NFP Consulting:

Simon Lloyd Director | NFP Consulting
07961 988 523 simon.lloyd@nfpconsulting.co.uk



Application is by way of CV and a Supporting Statement, which should concentrate on your motivations and evidencing how your experience and skills meet the requirements. As a general guide your Supporting Statement should be around 1,000 words or two sides of A4.

Closing date: Monday 15th September

Selection process

There is a two-stage interview process.

Stage 1: Week beginning 22nd September

First round of screening interviews conducted by NFP Consulting.

Candidate taken forward from the first interviews will be invited to complete an online psychometric exercise in the form of a personality questionnaire.

Stage 2: Date to be confirmed

The formal panel interview with the Bishop and trustees will include a pre-prepared presentation task and there will also be the opportunity for you to meet with key stakeholders.



Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to any aspect of the selection process, e.g. application process, attending interview, completing online psychometric exercises. Any requests will not be taken into account in the selection process.

