

Vice Chair of Bristol Diocesan Board of Finance (BDBF)

Job Title: Vice Chair of the Diocesan Board of Finance

Location: Bristol Diocese

Reports To: Chair of the Diocesan Board of Finance

Term: Three years (BDBF AGM in 2025 – BDBF AGM in 2028)

Role Overview:

The Vice Chair of the Bristol Diocesan Board of Finance (BDBF) is a key leadership position responsible for supporting the Chair and providing strategic oversight for the financial management and operations of the Diocese. The Vice Chair is an ex-officio member of various committees and assumes a pivotal role in ensuring smooth governance and decision-making, particularly in the absence of the Chair.

Key Responsibilities:

Serve as an ex-officio member of the following committees:

- Bishop's Council, Board of Directors, and Diocesan Mission and Pastoral
- Finance
- Audit and Risk
- Agenda

In the absence of the Chair of the BDBF, preside over the following meetings:

- General Meeting of the BDBF
- Board of Directors
- Finance Committee

Provide support and guidance to the Chair in fulfilling the Board's duties, including financial oversight, policy development, and strategic planning.

Represent the BDBF at meetings and events as required, contributing to the development and implementation of the Diocese's financial strategies.

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Support the Chair in maintaining strong relationships with key stakeholders, including diocesan leadership, clergy, and external partners.

Time commitment

The Chair volunteers approximately fifty-four hours per year, four and a half hours per month.

Eligibility Criteria:

- Must be a current member of the Bristol Diocesan Board of Finance (BDBF).
- Must be proposed and seconded by two members of the BDBF.

Desired Skills and Experience:

- **Financial Expertise:** A strong knowledge and experience in finance and accounts, ideally within a charity or nonprofit context.
- **Committee Leadership:** Proven experience in chairing committees and leading group discussions effectively.
- **Understanding of the Church of England:** A broad understanding of the structure, ethos, and operational workings of the Church of England, with a commitment to its mission.
- **Leadership and Communication:** Strong leadership skills with the ability to communicate effectively with diverse stakeholders at all levels.
- **Strategic Thinking:** Ability to contribute to long-term planning and decision-making for the financial and strategic direction of the Diocese.

Key Attributes:

- Collaborative and diplomatic approach to working with others.
- Strong organisational and time-management skills.
- A commitment to the values and mission of the Church of England.