

Independent Chair of the Audit & Risk Committee

Organisation:	Manchester Diocesan Board of Finance (MDBF)
Remuneration:	£6,000 per annum
Time commitment:	12 days per annum
Term of office:	Three years, renewable once by agreement
Location:	St John's House, 155-163, The Rock, Bury, BL9 0ND

Role Description

Purpose

The Diocese is strengthening its governance arrangements through the establishment of an enhanced Audit and Risk Committee.

The Independent Chair will provide objective leadership of the Committee, supporting Bishop's Council in its responsibilities for governance, risk management, internal control, assurance, financial stewardship and regulatory compliance.

The postholder will bring independent challenge, professional expertise and external perspective, helping to ensure that the Diocese maintains effective and transparent governance arrangements and meets the highest standards of stewardship and accountability.

Key Responsibilities

The Independent Chair will:

- Chair all meetings of the Audit and Risk Committee.
- Promote a culture of constructive challenge, openness and accountability.
- Support the Committee in overseeing the Diocese's Corporate Risk Register.
- Support development and oversight of the Board Assurance Framework.

- Monitor the effectiveness of internal controls and governance arrangements.
- Oversee internal and external audit activity and review audit findings.
- Provide assurance and recommendations to Bishop's Council on significant governance, risk and control matters.
- Ensure emerging risks and significant concerns are appropriately escalated.
- Support continuous improvement in governance practice across the Diocese.
- Maintain productive relationships with trustees, senior officers and professional advisers whilst preserving independence of judgement.
- Contribute to the ongoing development of governance frameworks and assurance reporting.

Time Commitment

Approximately 12–15 days per annum, including:

- Six Audit and Risk Committee meetings each year (these take place during the evening, in person at St Johns House, Bury).
- Preparation and review of papers.
- Attendance at Bishop's Council when required.
- Meetings with the CEO, Diocesan Secretary and senior officers as appropriate.
- Participation in governance development activities from time to time.

Person Specification

Requirements	
Qualifications	• Relevant professional qualifications (desirable)
Experience	• Significant experience in governance, audit, risk management, regulation, assurance or internal control • Experience of chairing boards, committees or senior governance forums • Experience as a trustee, non-executive director or committee chair (desirable) • Experience within the charity, public, or faith sector (desirable)
Knowledge and Understanding	• Strong understanding of effective governance principles • Understanding of (or willingness to learn) safeguarding best practice and an advocate for developing a strong and embedded culture of safeguarding
Skills and Competencies	• The ability to provide independent scrutiny and constructive challenge • Excellent communication and influencing skills • High levels of integrity, judgement and discretion • An ability to analyse complex information and focus on key risks and strategic issues
Personal Attributes	• Commitment to the values and mission of the Church of England • Committed to diversity, inclusion and racial justice

Additional Information

Application timetable

The closing date for applications is **Monday, 7 September 2026 at 5:00pm.**

A date for interviews is yet to be confirmed but the venue for these will be St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

For an informal conversation about the role, please contact:

Karen Higgins, Diocesan Secretary & Chief Executive Officer
KarenHiggins@manchester.anglican.org

Eligibility and pre-appointment enquiries

The postholder must be independent of the Diocese of Manchester and free from relationships or interests that could materially impair their independence or objectivity.

The post will be offered to the successful candidate subject to two satisfactory references and proof of eligibility to work in the UK.