



**Financial Controller**  
for Project Light and Space  
Great Malvern Priory



Date: January 2026

## I Introduction

### 1.1 Background

We are seeking an experienced Financial Controller to coordinate and lead the financial and budgetary management of the Development phase of Project Light and Space, working closely with the Light and Space Steering Committee. The Financial Controller will be responsible for managing the finances of Project Light and Space within the overall context of all the Priory's operations, and will coordinate all the financial aspects required for a submission of a successful Delivery phase application to The National Lottery Heritage Fund.

The Parochial Church Council of Great Malvern Priory Church (PCC) (the Client) wishes to establish a project team which is in place throughout the life cycle of the Project Light and Space. This post will be instrumental in both the Development and Delivery phases; this appointment is initially for the Development phase with an option to later extend to the Delivery phase, subject to funding, acceptable performance and adherence to procurement procedures.

The Development phase runs to October 2027, with the Delivery bid then submitted.

The c.£12m Project Light and Space will be transformational for Great Malvern Priory and its internationally important heritage, enabling more people to experience, share and learn about its historic environment and importance and making a fundamental difference to the Priory's long-term sustainability.

The Project is made possible with grant support from The National Lottery Heritage Fund. Thanks to National Lottery Players Great Malvern Priory has been awarded a grant to develop the conservation of its unique medieval English stained glass and surrounding stonework, repair towers and roofs, relocate internal facilities to a new-build extension and create interpretation and hospitality space, improve accessibility, introduce new level floors with underfloor heating and improve the biodiversity of the churchyard. In addition, an exciting programme of engagement will engage existing and priority audiences in a range of innovative interpretation and activity to celebrate the amazing heritage of the Priory.

### 1.2 The Church

Great Malvern Priory is a vibrant major church in the centre of Great Malvern with some 400 members of the congregation, three services each Sunday, other weekday services and with an average weekly attendance of 250. Apart from the regular and well-attended services of worship in a variety of styles, it is supported by a rich and varied musical tradition. The building is used by local schools, hosts orchestral and choir concerts, plays and regular programmes of lectures and organ recitals.

The Priory is one of the finest historic parish churches in England. Its exceptional architectural, art historical, archaeological, and historic importance is recognised in its Grade I listing. Its collection of 14 medieval English stained glass windows form the UK's best surviving, most complete cycle of fifteenth-century stained glass and is of international significance. It is difficult to overstate the significance of the Great Malvern stained glass in the context of surviving medieval art.

Further details of the building and its activities can be found at the Great Malvern Priory website, <https://www.greatmalvernpriory.org.uk/>

The Priory is located off Church Street, Malvern, Worcestershire

### **1.3 Client Address:**

Church House  
Great Malvern Priory  
Church Street  
Malvern  
WR14 2AY

### **1.4 Role description**

The main tasks will be:

- Analyse and manage project finances, inputting data into the Priory accounting system (Liberty Accounts) and including monitoring and reviewing budgets and forecasts, time utilization, and compliance
- Ensure payment of contractors and consultants in good time
- Undertake payroll duties for the Project
- Support the budgeting and forecasting process for the Delivery phase bid due by September 2027
- Monitor cash flow
- Prepare financial reports for the Project Steering Committee, PCC and for donors including the Heritage Fund
- Support Project audits by preparing financial documents

### **1.5 Qualifications, attributes and experience requirements**

We are looking for someone who:

- has experience in an accounting or finance role, with sound knowledge of charity accounting.
- has experience of working with The National Lottery Heritage Fund or other major grant providers
- can manage payroll
- has experience of grant funding management
- is IT competent, with Intermediate Excel skills
- has the ability to deliver objectives according to established timelines
- has excellent written and spoken English.
- is ideally experienced in heritage / church buildings

and who:

- is motivated with a positive attitude
- is able to work collaboratively with a diverse range of people, understanding their needs and responding accordingly
- has excellent interpersonal skills
- is able to work independently and as part of a team
- is adaptable and flexible and a problem-solver

- is able to work under pressure, manage a high workload and able to deal with peaks of activity and deploy resources effectively to meet deadlines
- can support and engage fully with the Priory's Mission and Values

## 2 Project scope

During the Delivery phase of the Project we will:

- Undertake repair and conservation of the Priory's 'At Risk' historic building fabric, including conserving external stonework on the tower and high-level south façade, ensuring its architectural, aesthetic, artistic and communal value is enhanced and retained for the future.
- Undertake repair and conservation work to 8 of the most important stained glass windows including associated masonry repairs and introduce appropriate microclimate management and monitoring, preserving the windows for future research, study and appreciation.
- Remove insensitive internal building interventions that obstruct access to and detract from the magnificence of the historic architecture and restore original sightlines to the Magnificat and Nunc Dimittis windows in the North Transept, so that their beauty can be appreciated and properly interpreted for the first time for 21st century audiences.
- Update, expand and relocate essential visitor infrastructure and facilities to a sympathetic and environmentally friendly, new-build extension, to enable the Priory to function efficiently and sustainably as both a place of worship and as a leading regional heritage visitor attraction, capable of welcoming 60,000 visitors p.a.
- Create and install imaginative interpretation co-produced with the community and young people to inspire and engage, by harnessing innovative digital technology. This will develop the understanding and appreciation of the Priory's rich history and its significance from medieval times to the present day.
- Facilitate improved physical access to increase the number and range of people who are able to enjoy the Priory and its grounds, by providing universal access at the main entrance and removing raised pew plinths along the north nave aisle.
- Undertake works to substantially reduce our carbon footprint and improve energy conservation, through draught- and wind-proofing the main entrance with automatic sliding glass doors; installing environmental protective glazing to the windows being conserved to reduce heat loss and improve the internal environment; installing underfloor heating with air source heat pumps and replacing the existing fossil fuel boilers with new heat pumps.
- Enhance the biodiversity of the churchyard which is an important green space in the town, supporting nature recovery to ensure maximum benefits for wildlife, both flora and fauna and to ensure effective management and maximise educational use. The churchyard is a treasured open space with public footpaths leading through it. There are a variety of interesting trees, including several brought from other countries at the time Malvern was developing as a spa town.
- Develop the Priory as a central part of Malvern's visitor and cultural economy by improving the visitor experience through new interpretation and providing activities with a stand-out focus on heritage, art, science and faith to engage both core and priority audiences.

- Deliver a 4-year activity plan designed to foster inclusion and enable participation, encouraging new and under-represented audiences to engage with the Priory.
- Deliver significant new opportunities for volunteering enabling local people to become more confident, improve their employability, be better equipped to increase their engagement with other aspects of community life and ultimately increase their capacity to respond to opportunities that could address disadvantage.
- Offer an apprenticeship in stained glass conservation (now an endangered heritage craft) and enrichment opportunities for local apprentice stone masons; internships and paid ‘real world’ placements, along with training for staff and existing and recruited volunteers.
- Expand our organisational capacity through recruiting new staff members to support the Priory team to deliver our project vision.

### 3 Summary of the Heritage Fund Development phase outputs

#### 3.1 Project Timescale

The Development phase runs until October 2027. Nominal 20 months.

#### 3.2 Project Budget

The Development phase budget is no greater than £1m. The overall Project budget to completion is estimated currently as c£12m.

#### 3.3 Programme

The overall target completion date for full completion of the Delivery phase is late 2031 or early 2032. Other key milestone dates for the Project are as follows:

- Submission of Delivery phase application – October 2027
- Delivery phase grant decision - March 2028
- RIBA Stage 4 – June to September 2028
- Main capital works onsite – June 2029 to February 2032.
- Activity and Engagement delivery – February 2028 onwards

### 4 Project organisation

The PCC has established a dedicated management structure for Project Light and Space. Ultimate responsibility for the success of the Project rests with the Vicar, Rev'd Dr Roger Latham and the PCC, supported by the Project Steering Committee which includes the chairs of its three working groups: Capital Works, Finance and Funding, and Activity and Engagement. The Project Steering Committee meets at least monthly with delegated authority from the PCC.

The PCC has undertaken a Public Contract Regulations (2024) compliant competitive tendering process to appoint a lead conservation/design consultant for the Project. Purcell Architecture Ltd is responsible initially for the Development phase of the project and will prepare competitive briefs and specifications for capital work on behalf of the PCC as the contracting party.

Competitive briefs for the non-capital elements of work such as Interpretation, Activity Planning, Evaluation, Fundraising and Marketing have been prepared by the specialist consultants retained by the Project Steering Committee to support the Project.

The Project Lead, as client representative and chair of the Capital Works working group, will have delegated authority to make contractual decisions within defined thresholds, working closely with the Project Manager. Where proposed changes exceed these thresholds, the Steering Committee will convene to determine a decision.

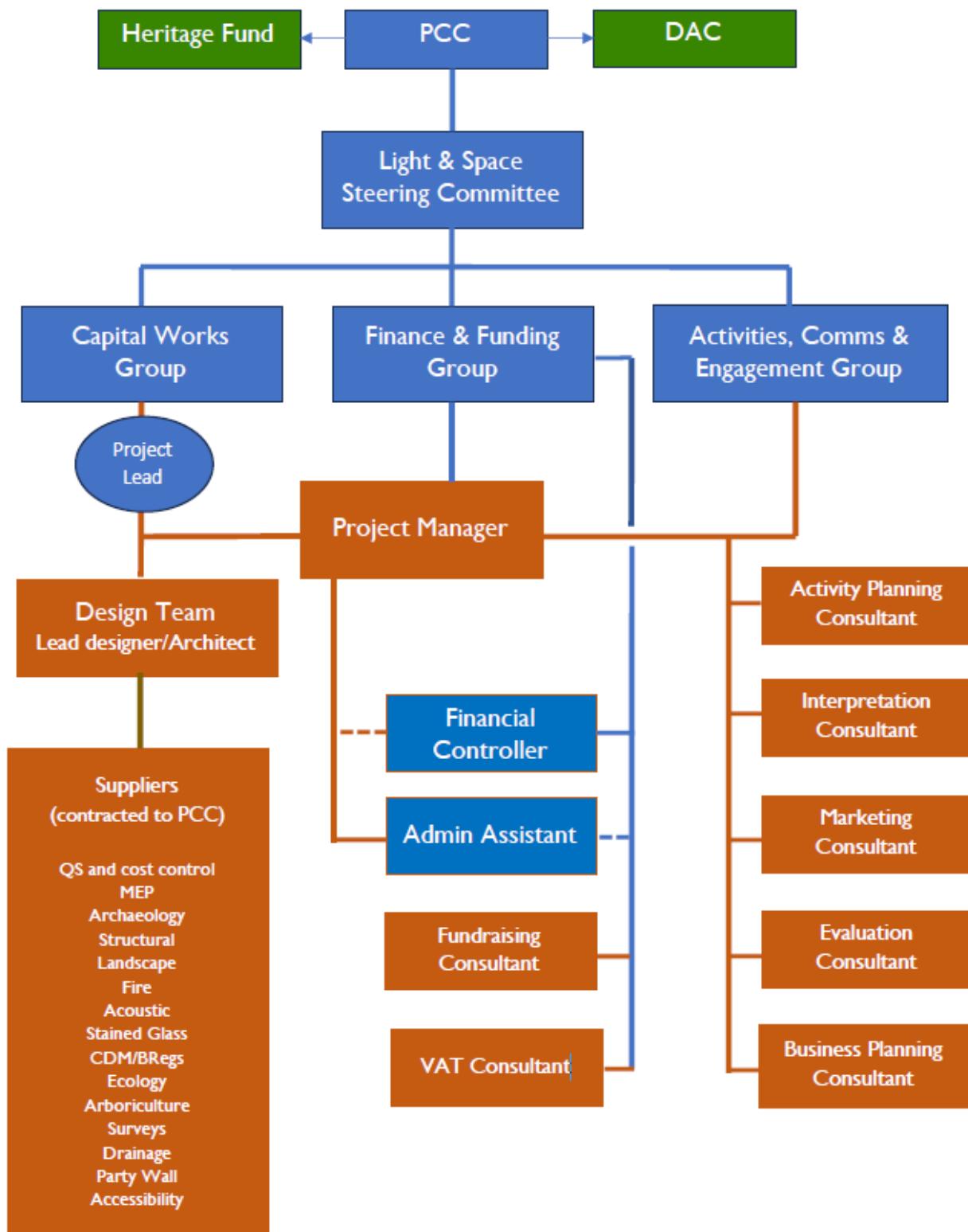
The Financial Controller will be responsible to the Project Light and Space Steering Committee, reporting to the Project Manager and will oversee and direct all financial and budgetary aspects of the project, managing cash flow and producing income and expenditure forecasts to ensure successful progress. The Financial Controller will be a member of the Finance and Funding Group and will liaise with both the Chair of Finance and Treasurer of Great Malvern Priory. The Finance and Funding Group will hold regular meetings to ensure the project meets its time, cost and budgetary objectives. The Financial Controller will work closely with the Project Manager.

This governance and management structure will remain in place from the Development phase through delivery to completion.

In addition to the Financial Controller, new roles to be introduced for the Development phase are a Project Manager (with overall responsibility for the management of the Project) and an Administration Assistant (providing administrative support to the above roles and to the Steering Committee).

In addition, a fundraiser will be engaged to ensure continued progress in securing targeted funding from sources beyond the Heritage Fund who will report to the Project Manager and the Project Steering Committee.

## Project Light and Space Organisational Structure Development Phase



## 5 Tenders

### 5.1 Tender Process

The PCC is inviting either individual job applications or tenders from appropriately qualified, experienced and resourced consultants to fulfil the role of Financial Controller (FC) for our Project Light and Space (“the Project”) at Great Malvern Priory, Church Street Malvern, WR14 2AY.

The requirement of the Financial Controller for the 20 month Development phase is for an average of 0.4 FTE per week on a flexible basis as the project requires. The Financial Controller will be responsible for managing the finances of Project Light and Space within the overall context of all the Priory’s operations, and will coordinate all the financial aspects required for a submission of a successful Delivery phase application to The National Lottery Heritage Fund, reporting to the Project Manager and the Project Light and Space Steering Committee (PLSSC).

Assuming a successful Delivery grant application to the Heritage Fund, it is the intention that the FC should continue through the full Delivery phase, nominal input of 0.8 FTE, subject to satisfactory performance and the Project continuing forward.

This invitation invites you to submit offers for:

1. Development phase: covering Financial Controller services up to and including the submission of a Delivery phase application and final drawdown of the Development phase grant from the Heritage Fund. Assume 20 months duration from appointment.
2. Delivery phase: covering Financial Controller services up to completion of the Project and final drawdown of the Delivery phase grant from the Heritage Fund, assuming a Delivery period of up to 5 years.

### 5.2 Fee and Proposals

The required input, much of it based on site in Malvern, is 0.4 FTE for the 20 months of the Development phase and, provisionally, 0.8 FTE for the up-to 5 years of the Delivery phase.

- Proposals should include:
- How the candidate meets the requirements of the role
- An outline methodology of how the role of Financial Controller will be undertaken;
- Details of relevant experience in at least two comparable projects undertaken in a similar role;
- Your proposed salary or daily rate and number of days for the work required to undertake all those tasks set out above
- Separate fee offers (excluding VAT), inclusive of all expenses for the two phases:

1. Development phase offer: covering Financial Controller services up to and including the submission of a Delivery phase Heritage Fund application, and final drawdown of the Development phase grant from the Heritage Fund. This will be reimbursed on a monthly basis.
2. Provisional Delivery phase offer: covering the Financial Controller services up to completion of the project, and final drawdown Delivery phase grant from the Heritage Fund (should the application be successful). This will be an ad valorem value.
  - For independent consultants, confirmation of relevant insurances held including Professional Indemnity Insurance where a minimum level of £2,000,000 is required.
  - Current CV and covering letter
  - Details of two referees
  - Job applications or tenders should be no more than 2 sides of A4 plus CV and 10mb when emailed to [pdp@greatmalvernpriory.org.uk](mailto:pdp@greatmalvernpriory.org.uk)

Where applicable, tender response should confirm:

- The monthly rate including out of pocket expenses for the Financial Controller
- The ad-valorem fee x.xx% for the Delivery fee based on a capital cost of £6m, including out of pocket expenses.

### 5.3 Timetable

The target timetable for the process is:

| Action                    | Date                   |
|---------------------------|------------------------|
| 1 Receipt of responses    | 5pm 2nd February 2026  |
| 2 Invitation to interview | 6th February 2026      |
| 3 Interviews              | w/c 16th February 2026 |
| 4 Client award            | 20th February 2026     |
| 5 Commencement of service | March 2026             |

### 5.4 Clarifications during the timetable period

Queries should be emailed to [pdp@greatmalvernpriory.org.uk](mailto:pdp@greatmalvernpriory.org.uk) before 5pm on 2nd February 2026. Responses will be circulated to all tenderers in writing.

### 5.5 Site visits

The church is open seven days per week, 09.30 to 16.45, tenderers can visit within these times. A Custos is on duty during opening hours.

## 5.6 Tender assessment

Where appropriate, tenders will be assessed against the following criteria and weighting:

| Assessment criteria  | Weighting (%) |
|--|---------------|
| Experience of successfully managing high profile development projects in the role of Financial Controller from inception to completion | 40%           |
| Experience of working on Heritage Fund projects  | 20%           |
| Cost/ Value for money  | 30%           |
| Proposed methodology   | 10%           |

Tenders must demonstrate relevant experience and how they meet the assessment criteria. Tenders should demonstrate how any changes will be managed with minimum impact to the project should changes occur.

If candidates are invited to interview, the same assessment criteria will be used during the interview to validate initial assessment scores. Interviews if required will be held on site at Great Malvern Priory.

Tenderers will be responsible for all of their own costs in relation to negotiating and submitting a tender.

## 5.7 Tender acceptance/ appointment

Great Malvern Priory PCC is not obliged to accept the lowest of any tender submitted.

Tenders will be valid for a period of 90 days beyond the submission date.