

Job Advertisement: Director of Finance and Operations

Salary:	£39,000 - £46,000 depending on skills and experience
Hours:	37 hours per week
Based:	Preston City Centre
Reports to:	Chief Executive Officer
Responsible for:	Senior Contracts & Reporting Officer, Finance Officer, Digital & Data Officer and managing relationships with the External Auditors and providers of HR, Payroll, Health & Safety and IT support.
Application Deadline:	Midday on Monday 25 th June 2018
Interview date(s):	July (dates TBC)

Curious Minds is seeking a dynamic finance professional to play a pivotal role in supporting the charity's ambitious plans for growth and sustainability. Having secured Arts Council funding until 2022 and with a healthy level of free-reserves, this is an exciting time to join the team and help shape the organisation through a period of significant development.

This is a rare opportunity to join a highly-regarded strategic arts education charity with regional, national and international reach. It presents a great development prospect for someone looking for a new challenge or wanting to take the next step in their financial career.

Reporting to the CEO, the successful candidate will take strategic responsibility for the financial management and direction of the charity, as well as leading on key operational areas including: Human Resources, IT systems, CRM, Data Protection and Health & Safety. You will be the main point of contact for the External Auditors and providers of Payroll, Legal, HR, Health & Safety and IT support.

We are offering a generous salary with great benefits and a fulfilling role working in a friendly, flexible and supportive environment.

1. Application Procedure

Please send your CV and supporting statement to Executive Assistant, Shirley Bailey: shirley.bailey@curiousminds.org.uk. Applications must be received by midday on Monday 25th June. Interviews will be scheduled for July (dates TBC).

On your supporting statement, please clearly state how your previous experience links to the requirements of the role. Candidates who do not clearly show how their experience matches the essential criteria will not be considered.

We would be very grateful if you would complete and return the [Equal Opportunities Monitoring Questionnaire](#) with your application.

For an informal conversation about this role please contact, Derri Burdon, CEO: derri.burdon@curiousminds.org.uk or telephone: 01772 827001 / 07713094865
