

ARCHDIOCESE OF ST ANDREWS & EDINBURGH

Director of Finance

Salary £40 - 45K dependent on experience.

The Roman Catholic Archdiocese of St Andrews & Edinburgh is seeking to appoint a Director of Finance to be responsible for the management and provision of a range of financial support services to the Archdiocese.

The Archdiocese covers an area from the Borders of Scotland to St Andrews, from East Lothian to West Lothian, Stirlingshire and East Dunbartonshire with over one hundred Parishes and School communities and twenty-nine Religious Communities.

Reporting to the Chief Operating Officer, the Director of Finance is responsible for financial administration, the provision of budgetary control and financial planning information, all financial reporting including the production of the Annual Report and Accounts, payroll administration and Data Protection compliance.

These services are provided from within the structure of the Archdiocese Curia which is tasked with providing the necessary professional, financial, technical and administrative support to ensure the Archdiocese meets its stated objectives.

Applicants should be qualified accountants with a minimum of five years senior accountancy experience working in a complex organisation and should possess excellent team management, leadership, IT, interpersonal and communication skills. Previous professional experience working in a charitable organisation is preferable together with a good knowledge of Scottish Charity legislation.

The role is based at the Gillis Centre, 100 Strathearn Road, Edinburgh EH9 1BB.

Applicants should submit a CV with a covering letter outlining their suitability for the role, marked "Strictly Private and Confidential", to [derek.stark@staned.org.uk](mailto:derek.stark@staned.org.uk) or by post to: Derek Stark, Interim HR Manager, Archdiocese of St Andrews & Edinburgh, 100 Strathearn Road, Edinburgh EH9 1BB.

Closing date for applications: 5pm on 17<sup>th</sup> November 2017.

Interviews will be held on 5<sup>th</sup> December 2017.

A full job description and person specification is available on the Archdiocese website [www.archdiocese-edinburgh.com](http://www.archdiocese-edinburgh.com). Informal enquiries can be emailed to: [derek.stark@staned.org.uk](mailto:derek.stark@staned.org.uk)

**ARCHDIOCESE OF ST ANDREWS & EDINBURGH**

Charity No: SC008540