



Head of Finance and Business Development

Hours: 36.5 hours per week, (flexible working basis, including occasional evening and weekends)
Fixed Term Contract for 22 months with the possibility of extension subject to funding.

Salary: £45,000 gross per annum

Location: Community First offices in Hopton Park, Devizes

Community First

Community First is a dynamic and leading charity in Wiltshire. We are committed to supporting communities across Wiltshire and Swindon. Our team goes the extra mile to create brighter futures for those living and working in the county. Putting people first is at the heart of everything we do.

The Role

We want a highly experienced and dynamic finance and business development professional to join us, who can support the Chief Executive and the Board through the next phase of the organisational growth. We are looking for someone with an eye for financial detail but also someone who has experience in business development.

The post holder will be a key to the Charity's success and is also the Company Secretary and a member of the Leadership team.

The ideal candidate must be a qualified accountant, and a good team player, committed to the charity sector and our charitable purpose. You will have the ability to bring strategic financial management to multiple and complex areas of work. A recent working knowledge of charity finance is desirable but not essential.

The successful candidate will be employed on an annual contracted hours basis allowing for flexible working arrangements by agreement. Benefits package includes 25 days' paid holiday pro rata, pension scheme, flexible working conditions, mileage allowance and training opportunities.

Due to the nature of the work, you will be required to undertake a satisfactory Enhanced DBS check.

For more information on the role, please contact Lynn Gibson, Chief Executive at lgibson@communityfirst.org.uk or by phone on 01380 732811.

To download a job description, person specification and an application form for this post, please visit <http://www.communityfirst.org.uk/vacancies>. CVs, with a supporting letter describing why you are applying and how your skills relate to the role, will also be considered.

- **Closing date:** Midday on 16th December 2020 **Interview date:** w/c 21st December 2020

Please send applications to Bernadette Lowe, Business Support Manager at blowe@communityfirst.org.uk

Community First is an Equal Opportunities Employer