



## Head Of Finance

**Hours:** 22.5 hours per week

**Location:** Brightspace, Ipswich or Kirkley Centre, Lowestoft

**Term:** Permanent

**Salary:** £46,000 FTE - £27,600 Actual Per Annum

**Start Date:** As soon as possible

### **About us**

Community Action Suffolk (CAS) is the county's infrastructure organisation for the Voluntary, Community, Faith and Social Enterprise (VCFSE) sector. We exist to ensure our sector, and its volunteers are supported, safe and sustainable and that our communities are active and resilient.

Our values of collaborative, enabling, person centred, responsive and trusted are the golden thread which runs through who we are and how we operate, and we aim to make them real every day.

### **About you:**

As the Head of Finance you will lead the day to day operational function of the finance team and provide strategic support to the senior management team and trustees. The role will directly report to the Chief Executive and is a great opportunity for an individual looking to further develop their career.

You will be a qualified finance professional who has experience of working at a senior finance level with drive and enthusiasm to further develop and implement effective finance systems and processes. You will have a crucial role in continuing the success of the organisation and be able to prepare high quality reliable and timely management information to the Executive and Board of Trustees. Ideally you will have a good understanding of charity accounting and regulation as well as compliance and governance within charitable organisations. You will have strong leadership skills to motivate and develop the small final finance team, helping individuals to fulfil their potential.

We are a friendly organisation, committed to promoting a diverse and inclusive culture in all that we do, and welcome applications from individuals of all backgrounds. We aim to create a workplace which is welcoming, fair, and inclusive, where people can be themselves and contribute to our vision and values.

We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or on commencement of post.

If you wish to understand more about the role please contact Hannah Reid, Chief Executive on 01473 345332.

[www.communityactionsuffolk.org.uk](http://www.communityactionsuffolk.org.uk)



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## What we offer

You will work within a reputable charity which offers its employees benefits which include:

- Blended working where role allows
- Flexible working options to support work/life balance
- 33 days increasing to a maximum 36 (FTE) annual holiday which includes an allowance for bank holidays
- Up to 4% matched pension contribution
- 2 days pro rata volunteering days to support volunteering in Suffolk
- Staff Discounts Scheme for a range of retailers including; shopping, holidays, insurance, eating out and health and leisure activities
- Company Sick Pay Scheme
- Continued Professional Development for job related development
- Family Friendly policies and practices
- Tailored induction

For more information, please visit <http://www.communityactionsuffolk.org.uk/vacancies/> for a copy of our application pack. Alternatively, please contact Louise Bradshaw on [louise.bradshaw@communityactionsuffolk.org.uk](mailto:louise.bradshaw@communityactionsuffolk.org.uk)

**Closing date:** 9.00am Friday 10<sup>th</sup> May 2024.

**Interviews will take place week commencing:** 13<sup>th</sup> and 20<sup>th</sup> May 2024

Completed applications should be sent to [louise.bradshaw@communityactionsuffolk.org.uk](mailto:louise.bradshaw@communityactionsuffolk.org.uk) or via post to Louise Bradshaw, at Community Action Suffolk, 160 Hadleigh Road, Ipswich, IP2 0HH by the above closing date.



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