

Advert

Finance and Operations Manager

Hebron Hall is a Christian centre on a seven-acre campus in Dinas Powys, South Wales. Established in 1983 as an independent non-denominational charity, our site includes a conference centre for residential and day groups, a care home for up to 39 residents, management of 15 independent living units, 9 tenanted properties, a swimming pool, sports hall and tennis courts.

We're looking for a Finance and Operations Manager to join our senior leadership team. The successful applicant will lead on financial management and processes, office systems, governance, payroll and HR administration. In addition, you will work closely with the General Manager in the day-to-day running and strategic development of the Charity. You will also work closely with the Board of Trustees and ensure compliance with company and charity law and financial regulations.

We are looking for an accountant who is a skilled strategic thinker with an active approach to solving problems and a strong desire to build sound and efficient structures and processes, so that the needs of the Charity, our staff, residents and visitors are met.

There is an Occupational Requirement that the Finance and Operations Manager is a practising Christian who is able to uphold the Christian faith in line with Hebron Hall's Vision and Purpose. Notwithstanding this, Hebron Hall is committed to diversity amongst its employees and will not discriminate on grounds unrelated to our ethos. We believe that defining our occupational requirements does not restrict, but enhances our commitment to diversity.

Temporary accommodation in a self-contained flat on site may be available for a successful candidate relocating from outside the area.

Owing to the nature of this position, any offer of employment will be subject to a satisfactory enhanced disclosure report from the Disclosure and Barring Service (DBS) and regular Covid-19 tests.

For a full job description and application form go to hebronhall.org/downloads

Applications will be considered by completed application form only. CVs submitted without a completed application form will not be considered.

Closing date for applications: **Saturday 13th November 2021**

Interviews will be held on **Friday 26th November 2021**