

# Head of Finance & IT

Full time, 35h/week  
£21,749/year



*The Findhorn Foundation, an internationally renowned centre for spiritual development in northern Scotland, is inviting applications for a key leadership role. Internally, we call it our Finance Steward, as the role has tremendous scope to further the Foundation's mission, its organisational capabilities and to make a difference in the world.*

This is a special opportunity for someone looking to make an impact within a spiritually oriented, mission-driven work environment. If you share our values, have the professional skills, and want to further your personal development, then please read on.

Reporting to the Lead Steward, our Ch Executive, you will become a member of our leadership team, contributing fully to the development and delivery of the Foundation's education strategy and initiatives. In this role, you will ensure the Foundation continues to deliver its mission with appropriate oversight and commitment to operate in a financially sustainable way, and is compliant with all relevant legislation. Finance responsibilities include development and maintenance of financial and management accounts, reporting processes, financial policies and procedures as well as monitoring financial performance. You will also be responsible for our IT strategy, managing our IT team to ensure implementation of that strategy.

We anticipate appointing someone with a strong track record in the finance and IT areas, with significant experience in leadership, managing staff, relevant qualifications and ideally with knowledge of the charitable sector. They will also have the personal attributes and aptitude to apply their knowledge and experience in a way that is consistent with the Foundation's spiritual principles. We need someone with commitment, willing to join our pioneering efforts and wanting to help bring new possibilities into the world.

## **REQUIREMENTS FOR THE ROLE:**

- At least 10 years' experience in finance leadership roles.
- At least 10 years' experience managing IT at a strategic level.
- Degree or equivalent qualification in accounting, business, finance or a related field,
- preferably including ACCA qualification.
- Excellent knowledge of financial accounting and management, ideally in the charitable sector.

## **SKILLS:**

- Excellent professional financial accounting, management and reporting skills.
- Demonstrable record of leading strategic IT direction across an organisation.
- Effective organisational leadership skills.
- Excellent management skills including delegation, motivating others and performance management.
- Good planning, project and time management skills.
- Strategic and analytical thinker demonstrating good judgement with strong problem-solving and decision-making skills.
- Negotiation and influencing skills.
- Very good interpersonal, written and verbal communication skills.
- Strong personal IT and technical competence.

## **PERSONAL ATTRIBUTES**

- Alignment with and commitment to the principles and objectives of the Findhorn Foundation and the Community Common Ground principles.
- High integrity, dependability and openness with commitment to good governance.
- Ability to lead, articulate and implement vision and strategy.
- Ability to hold responsibility and accountability.
- Clear communicator and able to work as part of a team.
- Ability to represent the Foundation externally.

**Salary:** The salary is £21,749.00 per year.

**To apply:** Please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to [hr@findhorn.org](mailto:hr@findhorn.org).

**Closing date:** 17th January 2022. Interviews to be held the week commencing 24th January 2022.