

Finance & Operations Manager

The Role

Wellsprings Together is an established, growing, regional charity with a vision to see faith transforming communities.

The newly created role of the Finance & Operations Manager will help to support the implementation of this vision across the Anglican Diocese of Leeds to achieve our four strategic aims:

- Parishes & faith groups having the capacity & empowerment to transform their communities collaboratively & sustainably.
- Change agents & leaders embedded in communities bringing about the change they want to see.
- Local communities learning to live together well & experiencing increased levels of cohesion across differences particularly of faith & ethnicity.
- Decision makers at regional & national levels are informed by the needs of grassroots communities and inspired by the response of faith informed social action.

Accountable to the Chief Officer the Finance & Operations Manager will hold day-to-day responsibilities for the effective financial management of the charity alongside supporting the operational management of the varied programmes and projects delivered by Wellsprings Together. They are responsible for ensuring that Wellsprings Together policies and procedures are implemented and that the internal operations of the charity take place in an effective way.

For further information, please see the Job Description

How to apply

To apply you will need to submit:

- A CV setting out your career history, with responsibilities and achievements.
- A supporting statement highlighting your relevant skills and experiences, directly addressing the Person Specification, in no more than two pages.
- Details of two referees who we would be able to contact at the appropriate stage, and only with your permission.

Please submit your application no later than **9:00am on Friday 10th May** to team@wellspringstogether.org.uk

Receipt of all applications will be confirmed by email within 3 working days.

Interviews will take place wc 20th May.

We would be grateful if you are able to fill in a completed Equality & Diversity Monitoring form. This is optional, but will help greatly in building an accurate picture of applicants, which will inform future recruitment processes and help us consider how to reach communities we may not currently be attracting to our posts. The information contained in this form is for internal anonymised analysis only and will be separated from your application. No one involved in the shortlisting or interviewing process will see the form or the information it contains.