

We are recruiting a suitably qualified and exceptional **Finance and Operations Manager** to lead our management accounting and operational activities which support all project areas. This is a key management role through which the job holder will contribute to the overall development of the charity as it grows in size and complexity.

With the charity reporting a cash income and expenditure in excess of £500,000 for the 2016/17 financial year, and development plans that will see an increase in the facilities that we have use of (and the associated increased costs), this is a role with an increasing workload.

The successful candidate will be able to demonstrate excellent financial planning and accounting skills, having a suitable qualification and/or the experience and track record to prove their suitability. They will be a competent and confident line manager and team player at all levels within the staff and volunteer team. They will be a self-starter, able to see what needs doing and have the wherewithal to get things done.

The Finance and Operations Manager will be a full member of the Management Team, reporting to the CEO and working to support the Board Treasurer.

- *Salary: within the range £26,000 to £30,160 PA, subject to qualification/experience, paid on a pro-rata basis.*
- *Part-time: 32 hours per week.*
- *Work Pattern: to be agreed with the CEO.*

Crisis Centre Ministries is a Christian charity that has been working in Bristol for over 30 years. We are dedicated to helping those with life disrupting problems, such as homelessness and addiction, to establish healthy and independent lives.

There is an **Occupational Requirement** for this role to be filled by a Christian. Our Statement of Faith, Vision and Values are available upon request.

The job description and online application form are available on our website at <https://www.crisis-centre.org.uk/job-opportunities> or can be requested by contacting admin@crisis-centre.org.uk.

Applications, via an application form, must be submitted by 12 noon on Monday 25th September 2017 to be considered. Submit your application to: HR@crisis-centre.org.uk. CV's may be submitted but only in support of the application form.

Contact from recruitment agencies or on-line platforms in relation to promoting this vacancy will not be responded to.