



ARCHDIOCESE OF ST ANDREWS AND EDINBURGH

DIRECTOR OF FINANCE

The opportunity has arisen in the Archdiocese of St Andrews and Edinburgh for the post of Director of Finance.

This will be a new appointment within the Finance Office and is a full time post.

The Finance Office operates as a support to the Parishes, as well as having overall management responsibility for the financial affairs of the Roman Catholic Archdiocese of St Andrews and Edinburgh.

The Director of Finance will be responsible for the overall management and organisation of the Finance Office, and will have substantial experience in working management accounts and will be either qualified at Diploma level or part qualified in CIMA, ACCA,

They must have experience in planning and budgetary control and have a sound knowledge of Sage Line 50 and Online banking as well as a sound working knowledge of MS Word and Excel.

Awareness of Charity legislation is essential along with knowledge of OSCR practices.

Good interpersonal, communication, and negotiating skills are essential for this post as well as the ability to work alone and as a team member.

They must be trustworthy and understand the need for total confidentiality with their work as well as being committed to working within and supporting the values and ideals of the organisation.

For an application pack please contact Mr. Robert Belderbos, Vice Chancellor, at the **Gillis Centre, 100 Strathearn Road, Edinburgh, EH9 1BB**
or email; Robert.belderbos@staned.org.uk

Closing date: 31st July 2008