****

Birmingham Rathbone is a local charity which works to enable people with learning disabilities to achieve their full potential. We invite you to join our team of professionals providing an excellent service to clients all over the City.

**We currently have a full-time vacancy for a:**

**DIRECTOR of FINANCE, ADMINISTRATION & IT**

**(Birmingham based)**

**Full-time - 36.5 hours a week**

**Salary range £53458-£60928 p.a.**

**(plus generous pension and 25 days annual holiday plus Bank Holidays)**

Key responsibilities:

* Effective management of the organisation’s finances, administration and IT infrastructure (IT support is contracted out)
* Support on Finance, Administration and IT to the CEO, Senior Managers and Trustees
* Direction of finance, administrative and IT activities to meet the organisation’s aims and objectives

Candidate Profile:

* Qualified accountant status (ACCA, CIMA, ICA etc.)
* Proven experience of leading a finance function and effectively managing staff
* Sound business judgment with clear strategic thinking
* Able to multi-task proactively and meet deadlines
* Excellent communication and IT skills
* An understanding of the Charity Sector

**For more information and to make an application for any of the above vacancies visit**

[**https://www.rathbone.co.uk/vacancies/currentvacs.html**](https://www.rathbone.co.uk/vacancies/currentvacs.html)

**Closing date 12.00 noon on Friday 10th January 2025**

**Interviews will take place on 20th and/or 21st January 2025**

**Enhanced Disclosure & Barring (DBS) check will be required.**

We are committed to equality of opportunity and invite applications from all sections of the community.

Registered Charity No. 516557

