

# Firstsite

**Director of Finance and Operations  
Colchester, Essex  
£49,000 - £59,000**

Founded in 1994, Firstsite moved into its current iconic building in 2011, where the spectacular space enables it to offer a varied and challenging programme of exhibitions, commissions, residencies and screenings, in a broad range of media and art forms, by nationally and internationally acclaimed artists. This pivotal role, working closely with the Director and forming part of the senior leadership team, will support the business planning and direction setting.

The Director of Finance and Operations will lead on all governance, contractual, financial and commercial arrangements; responsible for the Finance, IT, Facilities and HR functions on an on-going basis.

In particular, the Director of Finance and Operations will take a leading role in maintaining and reviewing the four-year financial model to support the delivery of our strategic aims and the compilation of the annual budget and regular forecasts – this will include a priority on ensuring the rapid improvements of our income generation performance across commercial activity including hires, auditorium, retail, café, restaurant and our incubator space at 15 Queen Street.

To succeed in this role, you will have relevant degree and management experience in a charity context. You will understand the importance of building good relationships with non-finance managers and how to communicate effectively at all levels. You will also know when to roll up your sleeves and focus on detail. You will be able to solve complex accounting and system issues, your ethos will be one of continual improvement and, when making changes, you will take others with you.

Please note that Firstsite is an Equal Opportunities Employer and recognises the great benefit in having a diverse workforce with different backgrounds.

## **Application Process**

Interested applicants should send a CV, on no more than 2 sides of A4, with full contact details and a covering letter, on no more than 2 sides of A4, to address your motivation for the role and what skills and expertise you would bring to meet the role and outlined in the job description. For further details, contact Sandra Macdonald at [sandra@firstsite.uk](mailto:sandra@firstsite.uk).

The closing date is 9am Monday 2 April 2018.

Interviews will be held on Thursday 12 April 2018; second interviews will be held on Tuesday 17 April 2018.

**Please send your CV and cover letter to Sandra Macdonald at [sandra@firstsite.uk](mailto:sandra@firstsite.uk)**