



# The Shrine of Our Lady of Walsingham

Requires a

## Director of Finance and Resources

5 days per week

*(4 days would also be considered)*

The Director of Finance and Resources will play a key role with the following responsibilities.

The Annual Budget - Financial Management and Control  
Maximising Trading Profit - Cost Control - Human Resources Management  
Asset Management - Implementation of Policies and Procedures - Statutory Compliance

A strong background in Finance with good knowledge of charity accounts is required, along with relevant professional or vocational qualification, e.g. trained accountant, or relevant degree level qualification.

Experience with accounting software and MS Office is essential, as well as experience in managing and leading teams.

Salary details available upon application

Up to 10% employer pension contribution

Salary Sacrifice Scheme

Meals provided free of charge, during working hours when the Refectory is open

Free parking

Situated in the heart of North Norfolk offering a friendly and pleasant working environment.

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To request an application pack please email [s.carter@olw-shrine.org.uk](mailto:s.carter@olw-shrine.org.uk)

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**Closing date 28<sup>th</sup> June 2024**

**Interviews 16<sup>th</sup> July 2024**