



# HAREWOOD

Harewood House Trust  
Harewood House  
Harewood, Leeds LS17 9LG

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www.harewood.org

**Vacancy: Head of Finance**

**Department: Finance**

**Location: Harewood House Trust, Leeds**

**Term: Permanent**

**Working Hours: 40 hours per week**

**Salary: £40,000 - 45,000 per annum depending on skills and experience**

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## Harewood House

Harewood House is one of England's finest country houses, lived in by the Lascelles family since its creation. It is a house and collection of national importance and one of Yorkshire's leading visitor attractions, attracting between 150-200,000 visitors a year.

The organisation currently has an income of approximately £2.2m per annum, generated through admissions, trading activity and fundraising. The ambition is to grow this income with the support of a new Head of Finance, working closely with the new Director. This is a crucial role within a successful charitable organisation.

## The Role

Reporting directly to the Director, the Head of Finance will be responsible for the strategic development and maintenance of the Trust's financial and management accounting and budgeting systems and help to embed an entrepreneurial approach to increasing income.

The post holder will have excellent business and financial acumen and experience to ensure that current and future operations continue on a sustainable and viable basis. They will have strong team management experience and be adept at working closely with a Board of Trustees.

The successful applicant will be a qualified Accountant, with financial experience in a senior management role and a good understanding and appreciation of the principal financial processes required to operate a charity and its trading subsidiary.

The successful applicant will be analytical and bring an understanding of statutory requirements, business analysis and how to use financial management information to inform and shape decision-making across the Trust.

This is an excellent opportunity to play a vital role in a small and dynamic organisation at an exciting time in its development. If you feel you have the required skills and experience to meet the needs of the role and want to contribute to the future successful development of Harewood House, we would like to hear from you.

For further details and job description/specification, please see the attached job description and person specification or visit our website at <http://harewood.org/about/join-us/jobs/>

To apply for this role, please send a CV and cover letter identifying how you meet the job description/person specification by email to [Jo.McLachlan@cbs.capsticks.com](mailto:Jo.McLachlan@cbs.capsticks.com) by 1.00pm on 10 April 2017.

Interviews will take place week commencing 17 April 2017 and 24 April 2017.

Harewood House Trust is committed to providing equal opportunities for all and to encouraging diversity through recruitment. Applications are welcome from all sections of the community and decisions to progress will be made with reference to entirely objective criteria only.