

Diocesan Board of Education Finance & Operations Officer



Full-Time - 35 hours per week
Salary: 34,225 rising to £35,251 in April 2025

This is an exciting opportunity to join the Education team in the Diocese of Chester in this newly formed role, managing the DBE's financial operations and overseeing its legal work and schools' capital projects.

The Finance and Operations Officer will be a key member of the Diocesan Education team, responsible for the financial management and operations of the company. This also incorporates overseeing legal matters, liaising with the DBE's lawyers, and working with our partner company on school capital projects.

The role offers hybrid working that includes working from Church House at Daresbury Park, Warrington (at least three days a week). This is a full-time position, although part-time may be considered for the right candidate.

The job description, person specification and application form can be downloaded from the Diocesan website:

<https://www.chester.anglican.org/support-services/job-vacancies/other-vacancies/>

If you wish to have an informal conversation about this role, please contact Susan Kemp, PA to the Director of Education susan.kemp@chester.anglican.org

Closing date: Wednesday 5th March 2025

Interviews: Tuesday 18th March 2025