



Job Summary

Chief Finance Officer

Permanent. Part Time (21 hours per week)

£40-45,000 FTE
depending on experience

Based in Aylesham, Dover

The Role

This is an exciting opportunity to join the senior management team of Aylesham Community Trust (ACT) as we start to drive our new strategic plan forward with an ambitious programme of growth and change. Our plans will unlock new types of support and opportunities for communities in the rapidly growing village of Aylesham and its surrounding areas. Our plans include launching a new café, new community support services, new training and employment opportunities and the modernisation of our main building to deliver an accessible local community space and venue for arts and cultural activities that is fit to meet the needs of both our existing and the future local community. We also have land that offers development opportunities that can assist us in furthering our charitable objectives.

We have created the new post of Chief Finance Officer to help us drive our ambitious plans forward. You will hold a pivotal role working alongside our Chief Executive, Operations Manager and the Board of Trustees. You will be part of the senior management team and responsible for strengthening the organisation by providing strategic financial support and ensuring the Charity develops robust and effective financial systems and processes that can support and enable us to further our charitable objectives.

We are looking for someone who is a strong team player and strategic thinker and who would enjoy the opportunity to make a significant positive impact on the local community through their working role. We believe this role would suit someone with substantial experience of financial management, preferably in the charitable sector (though this is not essential), and that can use their skills to help us to deliver our plans and develop our other trading activities and development opportunities. In return, ACT offers you the rare chance to have a real impact as part of a friendly and hardworking team and in a place where the community is positively engaged and where you will directly benefit from seeing and feeling the impact of your work. ACT is an ambitious organisation and are proud of the role we play in Aylesham, Dover and East Kent and are keen to maximise the positive impact we can have for the benefit of our local communities.

The Aylesham Community Trust (ACT)

ACT is a local charity and a development trust that was established in 1995. We are based in the rapidly growing village of Aylesham, located in a rurally isolated area of Dover and with a rich industrial heritage associated with the Kent Coal Fields. Our charitable aims are to deliver community space and services and to support locally accessible training and employment opportunities. We do this by generating a basic income renting out and managing a range of business spaces and through the lease and hire of our training and function spaces in the Main Building and Veranda Building. We reinvest any surplus income generated into furthering our charitable aims which are set out in our new and ambitious strategic plan.

Other information:

This post requires the post holder to have the right to work in the UK.

ACT actively encourages equality and diversity, and we look to recruit across age, gender, ethnicity and background as we believe diversity makes us stronger.

- Free parking on site
- We operate a flexi time & toil system
- Opportunities to WFH on occasion
- Casual dress
- Pension

For further information please email info@aylesham.org.uk

To apply please submit your CV with a cover letter explaining what you would bring to the role and any other information you feel is appropriate to info@aylesham.org.uk

Closing date for applications: Thursday 29th February 2024

Interviews will take place in Aylesham during 18th – 22nd March and 25th-29th of March. Please indicate in your application if you are not available to attend an interview on these dates as we will do our best to accommodate this.