

May 2017

Finance Manager



CORNWALL MUSIC SERVICE TRUST

Thank you for your enquiry about our Finance Manager opportunity. We require a reliable and flexible individual to join us as soon as possible. The role is offered on a permanent basis and is subject to a six month probationary period. As our Finance Manager you will manage the finance and accounting functions at Cornwall Music Service Trust. Please refer to the attached Job Description for further details.

The normal working hours will be 16 hours per week. The hours can be worked flexibly over two or three days per week. In your supporting statement please provide us with an indication of the work pattern you would like us to consider. This is an all year round role; not term time only.

The salary for the post will be £12,800 to £14,933 per annum (depending on experience).

You will be entitled to join the pension scheme to which the Trust will make a maximum contribution of 4% provided that you also contribute no less than 4%.

Application forms must be completed in full (with a covering letter attached also if you wish) and returned to the undersigned no later than 9.00am on Friday, 26 May 2017, by email or post. Interviews for shortlisted candidates will be held as soon as possible following the closing date. You may assume that your application has been unsuccessful if you have had no response by Monday, 5 June 2017.

Any provisional offer of employment will be subject to satisfactory completion of all pre-employment checks required by 'Safeguarding Children and Safer Recruitment in Education', including an Enhanced DBS check and written references.

We look forward to receiving your application.

Gareth Churcher
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