

# Middletown Centre for Autism – Head of Corporate Services

**Extended close date to Monday 22<sup>nd</sup> July @ 12noon**

Updated Key timetable is as follows:

Activity	Date
Advert close date	Monday 22 <sup>nd</sup> July 2024 at 12:00noon
Panel Shortlisting	Tuesday 30 <sup>th</sup> July 2024
Interviews	Tuesday 13 <sup>th</sup> August 2024

## Permanent, Full time Position

**Salary: £66,767 to £69,914 plus benefits**

**Location: Middletown, County Armagh, Northern Ireland**

**Middletown Centre for Autism is now seeking a Head of Corporate Services.**

Middletown Centre for Autism promotes excellence in the development and coordination of education services to autistic children and young people and has a remit across the island of Ireland.

### About the Role

This is an exciting opportunity to continue to evolve and deliver excellence in the efficient and effective delivery of the Corporate Services Function to support the organisation to deliver high quality services to autistic children and young people, their families and the professionals who work with them and the wider autism community across the island of Ireland.

Applicants **must** be able to demonstrate the following, by the closing date:

1. Have a relevant degree in Finance, Accounting or Business or equivalent third level qualification
2. Have a minimum of 3 years relevant post qualification experience and evidence of successful financial management gained at senior management level in one or more of the following areas:
  - a. Management accounting and cost analysis, b. Planning and budgeting, c. Financial Accounting
3. Proven experience of successfully managing an organisation/department with financial and HR responsibility
4. Proven experience of strategy development and delivering aims and objectives of an organisation at senior management level

5. At least 3 years senior management experience of successfully leading, managing and delivering complex programmes of work or projects against demanding deadlines in a large and complex.
6. Knowledge of the role and responsibilities of company secretariate duties in a registered company.
7. Access to a form of transport that will permit them to meet the requirements of the post.

For further information on the Criteria and Job Description, please refer to the Candidate Information Pack.

### **How to Apply**

For further information and details on how to apply, please refer to the Candidate Information Pack.

Please note that Allen People Solutions has been appointed by the Centre to manage this recruitment competition on its behalf.

Therefore, should any candidates require reasonable adjustments for any aspect of the selection procedure, including assistance completing their application form because of a disability, or who require the Candidate Information Pack and Application form in an alternate format, please contact Allen People Solutions via email on [applications@allenpeoplesolutions.co.uk](mailto:applications@allenpeoplesolutions.co.uk).

To be considered for this role you will be redirected to our careers page and you must complete the application process as outlined this. To start the process, click the Continue to Application or Login/Register to apply button below.

**Completed Application Forms must be returned by no later than Monday 22<sup>nd</sup> July 2024 at 12:00 noon to: [applications@allenpeoplesolutions.co.uk](mailto:applications@allenpeoplesolutions.co.uk).**

or by post to:

**Allen People Solutions Ltd  
1b Ladas Drive  
Belfast  
BT6 0LJ**

CVs will not be accepted

Middletown Centre for Autism is committed to the promotion of equality of opportunity for all.

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