



Leo Baeck College
At the Heart of Progressive Judaism

Senior Executive Officer

Finchley N3

24½ hrs/week

We are the pre-eminent institution of Jewish scholarship and learning that is the heart of intellectual and spiritual life of the Progressive Jewish community.

We are seeking an experienced Senior Executive Officer or Company Secretary to lead our internal operations. You must be able to take a strategic view when developing the budget and managing finances and be confident in dealing with legal and governance issues. With a sound understanding of HR practices and legislation, you will also be responsible for ensuring good practice, performance management and all associated administration.

The successful candidate must have excellent communication skills coupled with high levels of analytic and financial understanding. A competent user of MS software, with the ability to multi-task and able to provide clear focused reports in a timely manner.

Your previous experience in a charity or an educational institution, will mean that you have a good understanding of GDPR, Health & Safety and Safeguarding.

For more information, download our application pack. All applications must be on our application form and be accompanied by a covering letter of no more than 400 words outlining why you feel that you are suitable for the position.

In return we offer an excellent salary, pension up to 25 days holiday plus Jewish holidays as observed by Progressive Judaism.

Applications to: Alison.hinchin@lbc.ac.uk

Deadline: 7th December 2020