Thank you for your enquiry about the job opportunity at East Street Arts:

**Finance Controller**

This is a new role at this scale and aspects of the post include responsibilities to support the organisation to develop the right finanacial structures and systems as well as manage its finanaces.

The organisation is growing and is managing substantial change.

There is an area of the organisation’s activities that include managing a large portfolio of buildings on a temporary basis for artists to use as studios and events space. This results in a large amount of transactions for utilities, rates and leases.

Please find enclosed:

• Job Description

• Person Spec

• Application Form

• Monitoring Form

• Background information on East Street Arts

• Information about East Street Arts’ programme

We look forward to receiving a completed application and a monitoring form which will be kept separate and is for monitoring purposes only.

**Deadline for applications: Friday June 2nd 2017, no later than 11am.**

Please email complete application to: Lisa@esamail.org.uk

Or post to: Lisa Grabowski, Patrick Studios, St Mary’s Lane, Leeds. LS9 7EH

**Interviews will take place on Thursday 8th June 2017**

If you need any further information please contact Lisa on the above email or on 0113 2480040