**Chief Operating Officer/Financial Director**

**£65,000 with generous performance-linked bonus package**

**Permanent position (following 6 month probation)**

Are you a highly motivated go-getter with an ability to oversee the smooth and vibrant running of an organisation, managing systems, people, delivery and profit? Do you have a deep passion for delivering value and benefit through archaeology – a unique and endlessly interesting discipline? Are you an exceptional communicator, highly organised, efficient and with a high work-rate? This position is for the lead member of our Management Team tasked with taking the Company forward, delivering strong profitability and adding value to our clients’ developments and delivering wider public good. It requires you to be excellent at your job and an effective leader, manager, motivator and high quality communicator. You need to be highly disciplined, a good ‘people person’ with a prior track record in a COO or other leadership role. You will need to be competent with accounts and financial reporting, setting budgets and forecasting cashflow. You will be able to write clear, accurate and concise reports, check reports, hold team members to account and be excellent in ensuring system compliance amongst the team. The post is based at our Bakewell HQ.

Applications are invited for a professional, highly motivated and proven Chief Operating Officer to join our growing and vibrant team. Archaeological Research Services is a well-established company with a strong presence in British archaeology where we are currently a mid-market sized provider but operate at the highest end of the quality spectrum. We are highly respected across our sector and have been a leader in many areas of our industry. We are on a rapid growth trajectory and have some exciting innovations in the pipeline. We are a full-service provider of archaeological and heritage services providing consultancy and contracting for both the built and buried historic environment. We work across the full range of the construction sector from minerals and energy through to utilities, transport infrastructure, housing, mixed use and urban regeneration. We are also focused on delivering for society more widely and have probably the strongest track record and emphasis on this built into the culture of our Company and we deliver this in ways that also benefits our clients and ensures maximum return on investment for all stakeholders.

We can’t wait to hear from passionate, talented and experienced individuals who believe in our mission and want to take on this genuinely exciting and rarely available challenge.

**We offer a range of employee benefits:**

* Competitive salary
* Full personal protective equipment for site visits
* Continuing professional development and coaching
* 100% of Chartered Institute of Archaeology subscription fees
* Competitive bonus scheme linked to achieving KPI targets
* You will be eligible for the Company’s contributory pension scheme after 3 months
* You will be eligible for the Company’s health cash plan on successful completion of your probation

### To apply, go to our website [www.archaeologicalresearchservices.com/about-us/careers/](http://www.archaeologicalresearchservices.com/about-us/careers/) and download, fill in and submit all the required documentation set out below and send to [personnel@archaeologicalresearchservices.com](mailto:personnel@archaeologicalresearchservices.com). If you would like to discuss the post with us then please ring us on 01629 814540 and ask for ‘personnel’. Applicants must complete and send us:

### Covering letter compromising 250 words on why you consider yourself the candidate we’re looking for.

### Our application form (downloadable from the website) including the names and full contact details of two referees

### Equal opportunities form (downloadable from our website)

### Full CV

### In your cover letter please say how you heard about the job, why you are interested in the role and working at Archaeological Research Services Ltd, how you meet the role requirements and what your key strengths and achievements are.