**Vacancy:   
Director, and Company Secretary**   
Ashwell House St Albans Ltd.

**The Company:**Ashwell House provides outstanding meeting, dining and hospitality facilities for Hertfordshire Freemasons and local community groups. Turnover is in the region of £350,000 p.a. derived primarily from meetings, dining, bar sales and other commercial activities. The business has a solid financial position which will enable it to continue meeting the challenges and opportunities that lay ahead. The Company is owned by its members and is managed by a Board of Directors consisting of a Chairman, Company Secretary and Nine other Directors. The Company Secretary reports directly to the Chairman and is responsible for all day-to-day business and operational matters

## **Job Purpose:** To provide effective management of all business operations, and the maintenance and development of Ashwell House

**Responsibilities include, but not limited to:**

* Administration
* Communication
* Finance
* Purchasing and negotiation of contractual agreements
* Health & Safety
* Maintenance
* Company Licensee
* Personnel
* Relationships

**Preferred Knowledge, Skills & Experience:**

* An active member of the Craft
* A working knowledge of Microsoft Office products
* A background in Business, Legal, I.T. or Finance
* Excellent planning and organisational abilities
* Clear written and verbal communication skills
* Outstanding Interpersonal skills and people management experience

**Working Hours:**

* 09:15am – 14:15 pm Monday to Friday
* You may be required to work additional hours/days from time to time to fulfill your duties

**Terms and Conditions:**

* To be discussed and agreed with the successful applicant

**Applications or Questions – to be received and processed in complete confidence:**

* Please forward your C.V., and a covering e-mail to:Tom Johnston, Director and Company Secretary  
  Personal Email: [rt.johnston75@gmail.com](mailto:rt.johnston75@gmail.com)

Mobile Phone No.: 07711 799010

**Timing:**

* Applications will close at 1.00 pm on Friday the 11th February 2022
* Successful applicants will be invited to Interview week commencing the 14th of February 2022
* Interviews will be held at Ashwell House, 167 Verulam Road, St Albans AL3 4DW