



## **DOUAI ABBEY**

Upper Woolhampton, Reading, RG7 5TQ  
Registered Charity No: 236962

### **BURSAR PART-TIME (three days per week)**

**Douai Abbey** is a Benedictine monastery in rural Berkshire. It is the home of 22 monks and has a particular ministry of hospitality in its Guest House.

The Trustees seek to appoint a Bursar with relevant experience to take responsibility for management of the Abbey's financial and regulatory affairs, strategic development of the estate, and oversight of ancillary staff. The appointee will report to the Abbot as Chairman of Trustees, and act as Clerk to the Trustees. Salary will be in the range of £32,000-£37,000 per annum. The appointment will commence not later than 1 September 2024.

For further details please email: [recruitment@douaiabbey.org.uk](mailto:recruitment@douaiabbey.org.uk), or visit our website: [www.douaiabbey.org.uk](http://www.douaiabbey.org.uk), to learn more about the Abbey's life and work.

Applicants should email a full CV to:

[recruitment@douaiabbey.org.uk](mailto:recruitment@douaiabbey.org.uk) by **31 March 2024**