

EXPERIENCED FINANCE OFFICER?



MY LIFE NEEDS
YOU

My Life is seeking to appoint a full-time Finance Officer to support the charity as it grows and supports more individuals in the community. The role offers an excellent opportunity for the right candidate and includes: a starting salary of between £18-£25K (depending on experience); mentoring and support from an experienced and qualified accountant; a chance to move up in the organisation for outstanding performance; the opportunity to train further and gain qualifications in accountancy and/or business management; and the chance to be part of the charity's strategic business planning team and learn from senior, experienced individuals as the charity scales up.

We are looking for someone with:

- Excellent customer care skills.
- A relevant qualification in bookkeeping/business/accounting.
- Attention to detail
- Experience of using accountancy systems, such as Sage 50.
- Basic knowledge of finance systems for customers, suppliers, payroll, petty cash and bank reconciliation.
- A willingness to mentor and support apprentices.
- Ability to meet deadlines.
- Ability to present to the Board of Trustees, as required.
- Flexible, conscientious and able to remain focussed in a busy environment.

For an application pack, please contact Lynda Harrison on **01257 472900** or email lynda@my-life.org.uk
Closing date: 7 April 2017