

## Vacancy

*A leading entrepreneurial charity that values the potential of its people and champions equality of opportunity, we support the work of local communities and voluntary organisations in Swindon and Wiltshire*

### Finance and Administration Assistant

**£20,456 gross p.a.**

**Devizes based**

**36.5 hours per week**

We are looking for an organised, confident, adaptable and motivated individual to support the smooth running of the Finance Department and assist with administration within the organisation.

You will have a thorough understanding of Microsoft Office, particularly Word and Excel, and have good written and verbal communication skills. It is essential that you have a good telephone manner and that you are confident in dealing with a wide variety of people.

Benefits package include 25 days' pro rata paid holiday, staff pension scheme, flexible working conditions, mileage allowance and training opportunities.

Due to the nature of the work, you will be required to undertake a satisfactory DBS check.

To download a job description, person specification and an application form for this job, please visit <http://www.communityfirst.org.uk/vacancies>. Please note we are unable to accept CVs.

- **Closing date:** Midday, 15<sup>th</sup> February 2019
- **Interviews:** 27<sup>th</sup> February 2019

For additional information, please contact Samantha Beale on 01380 732803

Community First is an Equal Opportunities Employer