



Finance and Administration Assistant

- Hours:** 36.5 hours per week, or 18-22 hours per week for two individuals (including regular evening and weekends)
- Salary:** £23,166 FTE gross per annum, or £11,424 (18 hours) or £13,963 (22 hours) plus 7% employers pension contribution
- Contract:** Permanent
- Location:** Head office based at Hopton Park, Devizes with possibility of home working by negotiation.
- Supervisor:** Premises and Business Support Manager

Community First

Community First is a dynamic charity committed to supporting communities across Wiltshire and Swindon. Our team goes the extra mile to create brighter futures for those living and working in the county. Putting people first is at the heart of everything we do.

The Role

We are looking for an organised, confident, adaptable and motivated individual to support the smooth running of administration, finance and asset management areas within the organisation.

You will have a thorough understanding of Microsoft Office, particularly Word and Excel, a good knowledge of Sage 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 includes 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 an Enhanced DBS check.

If you would like to find out more about this position, please contact Val Phillips, Premises and Business Support Manager on 01380 732819 or vphillips@communityfirst.org.uk.

Applying

The Job Description, Person Specification and an application form for this role can be found on our website at <https://www.communityfirst.org.uk/vacancies>. Please note we are unable to accept CVs.

Closing date: 12th July 2022

Interview date: To be confirmed

Please send completed applications forms to Val Phillips, Premises and Business Support Manager at vphillips@communityfirst.org.uk or by post to Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, Wiltshire SN10 2EY.