



Community First
Building better communities

in Herefordshire & Worcestershire

Finance Officer & HR Administration Officer

18 hours per week, Malvern based

£22,221 pro rata FTE 37 Hours

Our role in Herefordshire and Worcestershire is to help create sustainable communities and thriving organisations, including social enterprises and co-operatives. For more than 40 years, Community First has been providing high quality and timely advice, helping to regenerate, sustain and support rural and urban communities and voluntary & community sector organisations.

Are you the Finance professional our Charity is looking for? Lively, enthusiastic and always willing to take on a challenge with a 'can do' approach, even if the challenge is something new to you? Are you a quick learner, highly organised and able to manage competing priorities and get your head round things quickly?

If so, read on. You would be working with and supporting, a small friendly charity team in a modern office environment. We are a Charity that believes in being flexible to enable you to meet your work commitments and your other life commitments too.

This is a diverse role, being responsible for all areas of accounts processing within the Charity, from day to day invoicing to producing management accounts. This will also involve co-ordinating and submitting evidence and finance claims to our funders, in line with contractual requirements. We also want you to oversee our HR administration.

Ideally you will have experience of Sage and Xero software and possess a good working knowledge of Microsoft excel. The ideal candidate will also have a background in payroll and HR administration. A Finance qualification (AAT or part qualified) is essential. Experience of working in the charitable sector would be a bonus.

For a full Job Description and Application form please visit our website:

www.comfirst.org.uk or email lisac@comfirst.org.uk

Deadline for applications is Monday 23rd March 2015 9am

Interviews will be held on Monday 30th March 2015

Our recruitment process will be managed electronically and you will submit and receive communications by email unless this will unfairly exclude you from the process. Please ask if you specifically require hard copies or if you have any further general enquires.

lisac@comfirst.org.uk or 01684 312730

Community First operates an award winning Work Life Balance Policy and as a learning organisation is committed to the development of its staff. We value diversity in our workforce and positively encourage applications from all sections of the community.

Charity Reg. No. 703072 Company Limited by Guarantee: 2504158