



EQUIP has the following vacancy:

Finance Officer

Salary: £25,295 Pro rata at 7.5 hours per week

Base: Rugby (but working across all parts of Warwickshire)

Contract: 12 months Fixed term

This is an important role equivalent to one day a week to work flexibly for an organisation dedicated to eliminating discrimination and strengthening relations between people and equality of opportunity. We need someone to support our Chief Executive on all aspects of EQUIP's bookkeeping, income and expenditure, making payments, reconciling bank accounts, preparation of year end accounts.

Working effectively with a small team, you will need to:

- Hold at least 3 years relevant bookkeeping and financial management experience
- AAT level 3 or equivalent qualifications
- Experience in accounting software, good knowledge of MS Word and Excel
- Experience in working in the charitable or voluntary sector
- Ability to work well in a team environment
- Strong verbal and written communication skills including the ability to present clear finance reports to the Chief Executive and Board if required

For further information and an application pack, please contact
Claire Edwards on 01788 863 117 / claire@equipequality.org.uk or use our online link
<https://www.totaljobs.com/job/86876933>

For an informal discussion about this post, please contact Junaid Hussain on 01788 863 117.

Closing date: 12 noon 04/07/19

Interview date: Week Commencing 15/07/19