Finance Manager
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Citizens Advice Telford & the Wrekin is a dynamic charity which has big plans and ambitions to support people with a range of issues from the Telford and Wrekin borough. The organisation has a large number of funding streams driving its different projects and services.

Reporting to and working closely with the Chief Executive Officer, we are looking for someone with proven experience, to take responsibility for all aspects of financial management within the organisation whilst adhering to national Citizens Advice requirements. The postholder must be able to produce accurate financial reports, support the Trustee Board and CEO with financial decision-making and ensure that we adhere to good practice in our financial systems.

Hours:	Two days per week (14.8 hours) worked flexibly to suit, with the opportunity to work from home
Payment:	£28,000 FTE Pro rata (Actual £11,200)
Contract type:	Employee (net payment) or contractor (gross payment)
Responsible to:	Chief Executive Officer
Responsible for:	Finance Administrator

The Deadline for applications is **12:00 noon on Monday 19th October 2020.** We expect to short-list and contact candidates about their interview time by the following day. The interviews are likely to be 22nd or 23rd October (Please let us know if you cannot make either of these days, as we may be able to be flexible for short-listed candidates). Ideally, we would like the postholder to start on 01.12.2020.

Application is by application form, which along with the rest of the application pack can be downloaded at our website at www.citizensadvicetelfordandthewrekin.org.uk

Applications should be emailed to Sheila Kanda at Sheilakanda@telfordcab.co.uk

We recognise the positive value of diversity, promote equality and challenge discrimination, and we welcome applications from people of all backgrounds.