



Helping to improve the lives of Carers and those they care for

FINANCE & OFFICE MANAGER

Full time position

Salary: NJC point 28 £24,964

Do you have excellent organisational and financial skills?

Do you have the drive and enthusiasm to support our growth and development?

Based in Northallerton you will be responsible for managing our financial administration, management accounts and budgets as well as our small office administration team and its functions. The post requires you to have experience of managing diverse income streams and have the personality to fit into a small but growing team. We are passionate about supporting unpaid family carers and we need someone who can share our mission, ensuring that the organisation runs smoothly in the background, enabling the support team and CEO to deliver our service. An understanding of community or charity work would be desirable but more important is your personality and organisational skills, coupled with the ability to hit the ground running with our financial management. In return, we can offer a flexible and friendly working environment which provides an opportunity to take a lead role and contribute to this flourishing charity.

Closing date for applications: 28th April 2017

Interviews: week beginning 8th May 2017

For Job pack please email info@hrcarers.org.uk

Or telephone 01609 780872



Registered charity no 1092023