



**Bournemouth
Christchurch
& Poole**

FINANCE OFFICER

22.5 hours per week

Fixed Term Contract to 31st March 2021

Salary Scale 27 - £24,657 pro-rata (based on experience)

Annual Leave - 25 days + Bank Holidays pro - rata

Citizens Advice Bournemouth Christchurch and Poole (CABCP), gives people the knowledge and confidence they need to find their way forward - whoever they are, and whatever their problem. With 49 paid staff and 92 volunteers, CABCP provides services in multiple locations across the conurbation approximately 13,000 clients annually. During the last 4 years we have merged with other local Citizens Advice services and due to us becoming a larger organisation is now looking to further strengthen our team with an experienced Finance Officer.

The primary purpose of the post is to ensure that accurate and timely financial information is maintained and is available to the Senior Management Team and the Board of Trustees.

The post of the Finance Officer is a critical role within the organisation and the post holder will be responsible for the day-to-day financial management of the organisation. They will be involved in maintaining the financial procedures and systems, producing budgets and management accounts for a variety of needs, and ensuring accurate and timely record keeping.

We are looking for a highly motivated and experienced individual who is capable of working independently, as well as being an integral member of our team. CABCP believes in a progressive environment and therefore will look to the post holder to identify and where appropriate implement ways of improving working practises and processes.

For an application pack, please contact dan.stannard@citizensadvicebcp.org.uk

Closing Date for applications: 5pm 1st September 2020

Initial Interview Date: 11th September, via Zoom.

Citizens Advice Bournemouth Christchurch and Poole is an equal opportunities employer. We encourage applications from all sections of the community.