



Finance Assistant

Job title:	Finance Assistant
Salary	SP16-21 (£18,205-£21,1789) plus additional benefits and generous pension
Hours per week	35 hours per week with flexible working hours
Closing date	Closing Date 21/9/18- 8am Shortlisting Date 21/9/18 Interviews 04/10/18

First Choice Housing Association is looking for an enthusiastic and methodical person to take on the role of Finance Assistant at our offices in Coryton working as part of a close knit team.

We are a developing organisation with excellent benefits and terms and conditions. We are a Gold IIP organisation and also hold the Gold Workplace Health Award.

You will be required to provide comprehensive finance administration support to the association including working with SAGE accounts and Excel spreadsheets. Opportunities will be available to receive professional development in AAT and SAGE.

Experience is preferred although not essential. Candidates must have good numeracy skills, be methodical and analytical, confident, have a positive attitude and be able to work on their own initiative as well as part of a team.

The post is subject to satisfactory references. If you wish to apply please download the full job pack at www.fcha.org.uk



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