

Citizens Advice Gosport- Admin, Finance and Support Officer

Citizens Advice Gosport is looking to recruit an experienced Administration, Finance and Support officer to work in our busy Gosport office. The aim of this role is to provide support to management, the Chair and Board of Trustees and the service overall; to provide finance administration and reports; carry out tasks relating to compliance and governance as directed by management and the Board of Trustees

This is a demanding and varied role requiring someone with excellent time management skills. The successful applicant will be able to remain calm under pressure and maintain an approachable yet professional manner.

The successful applicant will have a proven track record of high-quality administrative support. This is a permanent role at 37.5 hours per week with a salary range of between £21,000 and £22,000 FTE depending on experience.

This is a fantastic opportunity to work for a reputable charity that supports the community with a wide range of issues. If you are interested in the role and would like to request a job pack please email Valerie Kelly, Chief Officer, at recruitment@gosport.cabnet.org.uk

Applications close at 12 noon on Friday 10 June 2022. Applications received after that time may not be considered.

Interviews will be held on Friday 17 June 2022. Applicants invited to interview will be required to complete a competency-based exercise beforehand.