

## VACANCY

### FINANCE and PROJECT ADMINISTRATOR

**Hours of Work:** 14hrs hours per week  
**Salary:** £7,418.32 (FTE £18,545.80)  
**Contract:** Fixed 2.5 years contract (extension subject to funding)  
**Based:** Kath Locke Centre, 123 Moss Lane East, M15 5DD  
**Reporting to:** Services Development and Delivery Manager (SDDM)

We have a vacancy for a part time Finance Assistant and Project Administrator and are looking for someone who has experience of working in a finance department or has a relevant qualification or is working towards an accountancy qualification.

**About Us:** Can-Survive UK (CSUK) provides support and information to people living with or affected by cancer. Established in May 2015, CSUK is a small charity and you will be joining the organisation at an exciting time of growth.

**About you:** We are looking for an enthusiastic and efficient team member. You will be an experienced, accurate administrator who is able to work to deadlines, prioritising busy workloads. A friendly, flexible 'can do' attitude is essential for this role. Experience of using QuickBooks, creating and maintaining spreadsheets, databases and publications is essential.

**We offer:** Flexible working, employer's contributory pension scheme (3% match contribution), 25 days annual leave, birthday leave (after 12 months service).

#### The Role

You will be responsible for the administration and processing of the day to day financial transactions of the organisation on QuickBooks and for providing administrative support to the SDDM as required. Your main responsibilities will include, but are not limited to:

- Recording all income and expenditure
- Recording, and payment of, all invoices after authorisation by SDDM
- Managing all petty cash accounts for CSUK projects in terms of being responsible for recording cash expenditure and reconciling thereof on a monthly basis
- Issuing invoices for income as timetabled and chasing as necessary
- Undertaking reconciliations of all CSUK bank and credit card accounts
- Providing administrative support to CSUK's projects
- Providing administrative support to the Board of Trustees, SDDM to enable the smooth running of the organisation

To apply please complete an application pack, which can be downloaded from our website <http://can-survive.org.uk/work-with-us/> Please email your completed application form to [info@can-survive.org.uk](mailto:info@can-survive.org.uk) or post to Can-Survive UK, 123 Moss Lane East, Manchester, M15 5DD, by the deadline stated below. **Please note we are unable to accept CVs.**

If you have any queries in relation to this role and wish to have an informal discussion please contact Marcella on 0161 455 0211 or 07496 089310

**Deadline for applications:** Friday 12<sup>th</sup> July 2019  
**Shortlisted applicants notified on** Thursday 18<sup>th</sup> July 2019  
**Interviews:** Friday 26<sup>th</sup> July 2019  
**Start Date:** Monday 2<sup>nd</sup> September 2019

Applicants must be eligible to work in the UK and will be subject to a Disclosure and Barring Service (DBS) check.

The role is funded by Big Lottery Community Fund