

CITIZENS ADVICE COUNTY DURHAM Finance and Resource Officer

We are excited to announce that we are currently seeking to recruit a Finance and Resource officer to join our thriving charity within County Durham. This is an excellent opportunity to join one of the UK's leading charities and we pride ourselves on being non-judgemental and impartial. You will be part of our amazing Finance Team and support with the sound financial management of the organisation. While this is not a client facing roles you will get the best feeling at the end of a day knowing your work supports your colleagues to help people in need.

Role: Finance and Resource Officer

Hours: Full time

Salary: £28,500

Location: Citizens Advice County Durham

Context of role:

The purpose of the Finance & Resource Officer is to support the Executive Team to ensure the effective day to day running of the charity by providing financial and administrative support.

The post holder will lead on the day to day finance operations including, accounting procedures, policies, recording and communication of information; financial, payroll, HR & resources. The post holder will ensure data is accurately recorded, is live & relevant for reporting and that processes and procedures are followed.

The successful candidate will ideally have experience of providing financial and administrative support within a charity environment however we are open to applications from candidates that have that have the transferrable skills required. Applicants should have an AAT qualification or be able to demonstrate they have the relevant finance experience. Communication skills, with a good eye for detail are essential for the role.

We want to hear from you!

To request an application pack please contact:

recruitment@citizensadvicecd.org.uk

Please note we do not accept CV's, to download an application pack visit:

<https://www.citizensadvicecd.org.uk/jobs/>

What we offer, there's lots:

- From 1st April 23 CACD have committed to become a real living wage employer.
- Our employment package includes a pension scheme which if contributed to provides added peace of mind in form of a death in service plan.
- 28 days holiday plus bank holidays from your first day of employment with an increase to 33 days after 5 years of employment.
- We invest in our staff with excellent training and development opportunities as well as investing in staff welfare and mental health.
- As a member of the team, you'll have access to Mental Health Champions, Mental Health Strategy, wellness action plans, employee assistance program and peer to peer support across the Citizens Advice network.
- Our policies written to support our team include Dignity at work, Equality and Diversity, a range of Paternity Leave policies, Parental Leave, Working Carers and Menopause.
- We have fruit in every office and sometimes we really enjoy cake.

At Citizens Advice County Durham we collect diversity monitoring information to better improve our services and support our research in a way that you can't be identified. By providing these details we can monitor the diversity of applicants. **Please click here to complete our diversity monitoring form.**

When you apply, we collect your personal information through your application form, interview or references so we can process your application. [Please click here to read our full privacy policy](#) and to better understand why we ask for certain information, how we use it and how we store it.