

**Job Advert: Finance and Office Manager**

We are looking for a **Finance and Office Manager** to manage key office support functions of the Trust in what is a hugely exciting and very busy time for the charity.

Your primary roles will be **finance** (procurement, project monitoring, audit liaison), **office administration** (insurance, health and safety, utilities) and **human resources** (salaries, pensions, contracts, policies and procedures).

Linked to the above will be the management of the day to day activities of our office and associated sites.

This role requires a person with knowledge and experience of managing multiple grant funded projects and a range of office management experience. In addition, the successful candidate may also have experience of providing executive support to a Board of Trustees, though training will be given.

You will be organised, reliable, detail orientated, a positive communicator and a good team player.

The post is offered on a part-time basis (3 day/0.6FTE).

We offer flexible hours, although there may be a requirement for some weekend working as required.

Salaries are, at present, under review. The salary is currently £27,041 FTE (NJC Scale 5, Pt 22), pro rata £16,225. The Trust offers a contributory pension scheme.

**For further job details, an informal discussion and application form, please contact: Patrick Candler on: patrick.candler@sherwoodforesttrust.org.uk or ring 07876 806646.**

**The closing date for receipt of applications is Friday February 16th (5pm)**

**The Interview date is scheduled for late February.**