



Would you like a rewarding job? Are you a team player and compassionate?

FINANCE OFFICER – 3 DAYS PER WEEK OFFICE BASED 9-5 (22.5 HRS) £13.50-£14.25 depending on experience

Knowledge of SAGE 50 accounts & SAGE payroll is essential

Preparing and administering all aspects of staff Payroll and expenses

Administering all banking arrangements, receipts and paying in of cash and cheques and reconciliation.

General bookkeeping, processing of payments, preparation of invoices

Ensuring all financial records are kept up to date

ADMINISTRATION ASSISTANT – 3 DAYS PER WEEK OFFICE BASED 9-5 (22.5 HRS) £10.85

Providing day to day office services and admin support in all aspects of the business

Point of contact for clients, staff and the community

Managing stock control and ordering of supplies / co-ordinate building works

Updating staff and client's databases / minuting meetings/ – proficient with EXCEL and WORD

HR admin support – updating staff files/recruitment process and info is processed in a timely manner/

Call Melton Mencap Head Office on 01664 564237 or email Karen@meltonmencap.org.uk for more details and/or job description/application pack. Closing date for applications 31/03/2021. Melton Mencap is a Disability Confident Committed Employer.