



JOB VACANCY

FINANCE OFFICER

- Do you have experience in finance?
- Age UK Bury are looking to employ a Finance Officer to oversee the charity's budgets, VAT returns, income and expenditure.
- Must have knowledge, experience and be confident in the Xero accounting software.
- Experience collating and preparing information of Payroll and staff salaries.
- Carry out other duties relevant to this role as directed by the CEO.

Hours of work: 30 hours per week, flexible working arrangements available in the interest of the charity.

Annual Leave: 20 days on a pro-rata basis, plus all statutory bank holidays and one compulsory day off from Age UK Bury. In addition, we are offering 3 days paid leave for you to undertake voluntary work for a charity of your choice.

Contract: Permanent

Salary: £18,000.00

Job Location: The Jubilee Centre, Mosley Avenue, Bury, BL9 6NJ

For more details please:

- Download a job pack from: [//www.ageuk.org.uk/bury/get-involved/work-for-us/](http://www.ageuk.org.uk/bury/get-involved/work-for-us/)
- Or collect one from the Jubilee Centre, Mosley Avenue, Bury, BL9 6NJ
- Call us on 0161 763 9030
- Email: jobs@ageukbury.org.uk
- Find the advert on Indeed.com

Closing date: 16/07/24

Interviews: Week commencing: 22/07/24

Age UK Bury is an equal opportunities employer and positively encourages applications from suitably qualified and experienced candidates regardless of age, disability, gender, sexual orientation, race, religion or belief