



CENTRE

Café • Child Contact • Support Services • Early Years

VACANCY

Finance Admin Officer

We are looking for a well organised individual to join our Finance Team

Experience of accounting software essential, preferably Xero

AAT Level 3 preferred but not essential

Good understanding of invoicing/ book-keeping processes

Excellent Microsoft office skills

Knowledge of charity finances desirable

Experience in admin & finance environment

Ability to work independently with minimal supervision

Closing date: 3rd March 2025

**The Hope Centre
Hereford Road, Bromyard
HR7 4QU**

**16 hours per week
minimum 3 days**

**Starting salary £25,505
pro rata**

Subject to an enhanced DBS check and excellent references

For an application pack please email anna.beddows@hopefamilycentre.org or call us on 01885 488495/7

The Hope Centre is a charitable organisation supporting local people in Bromyard and surrounding areas