**START**

**Finance & Administration Officer (Part Time)**

28 or 35 HOURS PER WEEK, Starting Salary £26K PER ANNUM (£20,800 pro rata/28 hours per week)

You will be joining a small Fife-wide team, with a big reach, with the responsibility of supporting the CEO with the financial management of the charity. You will also help to manage the office and assist with some administrative responsibilities.

* **Are you able to evidence effective experience of budgeting and book keeping?**
* **Are you able to self-motivate and work with a degree of autonomy to manage your workload safely and efficiently within a prescribed framework?**
* **Are you passionate about supporting a local charity to undertake its responsibilities?**
* **Are you able to effectively record and report on your work activity which includes the use of IT software and systems?**

If you feel you are up to this challenge, we want to hear from you.

Application forms are available on our website [www.fifeforum.org.uk](http://www.fifeforum.org.uk) (CVs will not be considered).

The closing date for applications is 1700 Mon 8th April 2024

**END**