

**We are looking for an**

**Finance Administrative Assistant**

**to join our friendly and inclusive team!**

Inclusion Gloucestershire believes that everyone has gifts, ambitions, aspirations and strengths. Sometimes, people with disabilities or mental ill health experience barriers, setbacks and challenges which hinder their personal potential. Our ambition is to change that through coproduction with people with disabilities.

**Summary of the Role** The finance administrative assistant role will play a key part of our Business and Administration Team. We are a growing and exciting user-led organisation based in Gloucester and we need a finance admin assistant to provide weekly support for our friendly and busy finance team.

**This is an ideal role for someone who is working towards AAT or equivalent.**

**Hours and pay:**

Hours: 4 per week.

Pension: IG operates the NEST pension scheme and will contribute 3% subject to qualifying status

Salary: £17374.50 FTE (£1853.28) pro rata

Location: 2 St Michael’s Court, St Michael’s Square, Gloucester, GL1 1JB

Holiday: 28 days + bank holidays pro rata

**Closing date for completed applications: Midnight Sunday 5th December**

**For a full job description and application form please go to our website:**

[**https://www.inclusiongloucestershire.co.uk/jobs/**](https://www.inclusiongloucestershire.co.uk/jobs/)

**If you would like to chat to someone about this opportunity please call Lizzie on 01452 234003 on Tuesday/Wednesday or Thursday mornings.**

**Shortlisting: Week commencing 6th December 2021**

**Intended Interview date: Week commencing 13th December 2021**

**N.B Interviews may be held via video call – instructions will be provided on how to set this up**