

Finance Administrative Assistant - Brushstrokes

20 - 25 Hours per week

Fixed Term for 2 years

(hours to be agreed with successful candidate)

Base - either Smethwick or Coleshill
with travel between both sites as required.

SCP 17-20

£19,556.00 - £21,420.00 per annum, pro rata

Brushstrokes is an award-winning project in partnership with Father Hudson's Care, the Infant Jesus Sisters and the parish of St Philip Neri, Smethwick. The project is well established with a proven track record in supporting refugees, asylum seekers and migrants in Sandwell and surrounding areas.

We require a Finance Administrative Assistant to provide financial administrative support for Brushstrokes. This is a new and exciting role. The post holder will receive excellent support and guidance from Father Hudson's Finance manager, and on-site support at Brushstrokes. The post-holder will be in a unique position to use their existing skills and to learn many new ones connected with the multiple funding sources, diverse services, and substantial staff team that support a project with a budgeted turnover of nearly £1 million in 2021-22.

With experience in an administrative role in the charity sector, you will have strong numerical skills, the ability to learn to operate finance systems and good IT skills. You will have strong communication skills and be calm under pressure. With the ability to work with people from differing social and cultural backgrounds, you will be flexible, a team player and have a commitment to our ethos of welcoming the stranger.

If you are interested in this role, please visit:- www.fatherhudsons.org.uk to download a recruitment pack or contact Ali Evans (HR Advisor) to request an application form by email: alison.evans@fatherhudsons.org.uk or alternatively via telephone on 01675 434000 quoting post reference number P1514.

Applications need to be submitted by the end of Wed 26th January 2022 and interviews will be held on Wed 2nd February 2022.