

Utheo Limited is committed to the ongoing development of its services and addressing the identified needs of the community and seeks to appoint:



Financial Administrator / Bookkeeper

Salary £22,409 pro rata per annum 32 hours per week

UTHEO is a non-profit organisation that provides a range of services within our busy Neighbourhood Centre. We require a Financial Administrator / Bookkeeper with experience of all aspects of financial management, PAYE, book-keeping, SAGE Accounts & Payroll and producing accounts to trial balance stage. The post holder will provide administrative support relevant to this position and have a good working knowledge of MS Office packages.

You will have excellent financial, communication, organisational and administrative skills and be educated to HND level or a relevant qualification is required, or experience of charity accounting will be taken into account. Candidates will ideally have an understanding of the voluntary sector and charity funding plus an interest in and an understanding of our work.

*Application forms and details can be found on our website:
www.oncbellshill.org*

Closing date: Sunday 26th January 2020
Interviews will be held on: w/c 3rd February 2020

Utheo Ltd, Orbiston Neighbourhood Centre, Bellshill, ML4 2BW.

Utheo Ltd. seeks to be an equal opportunities employer. SC021687

