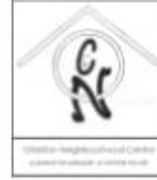


Utheo Limited is committed to the ongoing development of its services and addressing the identified needs of the community and seeks to appoint:



Bookkeeper / Administrator

Salary £22,409 pro rata per annum 27 hours per week

UTHEO is a non-profit organisation that provides a range of services within our busy Neighbourhood Centre. We require a financial Bookkeeper / Administrator 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.

Applicants will have excellent financial, communication, organisational and administrative skills and educated to an HND level, however appropriate HNC or suitable experience may be given consideration. Candidates will have an understanding of the voluntary sector and charity funding plus an interest and understanding of our work. Post is fixed term to 31st March 2022 subject to funding.

*Application details available online at www.oncbellshill.org.
Send completed applications to info@oncbellshill.org.*

Closing date: Monday 17th August 2020

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

Utheo Ltd. seeks to be an equal opportunities employer.

SC021687