

**Senior Finance Assistant**

**18.75 hours per week (flexible working hours)**

Head Office, Workington/home working

£25,201 (£12,600 pro rata)

Do you have: -

· Experience of financial systems and processes?

· Excellent organisational skills and attention to detail?

· Great team working?

Well, we have the perfect position for you!

We are looking for a Senior Finance Assistant to work as part of a small busy finance team. You will have experience of financial management systems and excellent IT skills, preferably with an accountancy qualification.

We offer flexible working, pension, wellbeing package for staff, generous holiday entitlement, and personal development and support.

Hospice at Home West Cumbria is an established and highly respected local charity, with an outstanding reputation for delivering excellent palliative and end of life services in the heart of the community.

If you want to work for one of West Cumbria’s leading charities and help to make a difference to people’s lives, you could be exactly what we are looking for and we would love to hear from you.

Please refer to job description for full details of role and responsibilities.

For an informal discussion please telephone Julie Monk, CEO on 01900 873173.

For an application form and application pack please go to our website at [www.hospiceathomewestcumbria.org.uk](http://www.hospiceathomewestcumbria.org.uk) or email Carol Robertson on carol.robertson@hhwc.org.uk

Closing date – 6th December 2021

**Interview date – 9th December 2021**

Registered charity number 1086837