



HOSPICE AT HOME  
WEST CUMBRIA

*Enhancing life, excelling in care*

## Finance Assistant

**15 hrs per week**

**£9,408 per annum pro-rata (£23,520 FTE)**

- Are you a team player, have attention to detail, and a highly organised individual?
- Do you have detailed working knowledge of Microsoft Excel and experience of using financial systems?
- Do you have AAT Level 2, or are you working towards this qualification, or have relevant experience?

An exciting opportunity has arisen within our Finance team where you will play an important role in supporting the team and Finance Team Leader in the management and accounts of the Charity.

As Finance Assistant, you will work as part of a small team and make an active contribution towards ensuring the provision of a comprehensive and supportive finance and administrative service, both internally and externally, and that the financial management of the Charity and Trading Company meets all statutory requirements.

You will be people focused, flexible in your approach, and work in conjunction with other finance colleagues, working with them to develop and enhance your role and the overall service delivered. You will be organised and able to meet multiple deadlines, with great communication skills and the passion to always do a great job in all aspects of your role.

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 join an inspiring workforce, we would love to hear from you.

Please refer to the job description for full details of role and responsibilities. For an informal discussion please email us at [info@hhwc.org.uk](mailto:info@hhwc.org.uk), and leave a contact telephone number. The Finance Team Leader will call you for a chat.

**For an application form and application pack please go to our website at [www.hospiceathomewestcumbria.org.uk](http://www.hospiceathomewestcumbria.org.uk) or email Louise Dryden on [louise.dryden@hhwc.org.uk](mailto:louise.dryden@hhwc.org.uk)**

**Closing date: 10am Friday 26<sup>th</sup> July 2024**

**Interviews will be held on: Friday 2<sup>nd</sup> August 2024**

Registered charity number 1086837