



## **ASSIST Sheffield are recruiting a Finance Officer**

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| <b>Job Title:</b>       | Finance Officer   |
| <b>Responsible to:</b>  | Executive Director  |
| <b>Responsible for:</b> | Finance Team Volunteers   |
| <b>Hours:</b>           | 17.5 hours  |
| <b>Salary:</b>          | £23,997pa (salary stated is full time equivalent, this rate would be pro-rata'd for 17.5 hours / 35). |
| <b>Holidays:</b>        | 25 days plus Bank Holidays  |
| <b>Location:</b>        | Victoria Hall Methodist Church, Norfolk St, Sheffield   |

This is an exciting opportunity to use your finance and administration skills to make a real difference to a vibrant local charity which supports people who have had their asylum applications refused and been made destitute. As Finance Officer, you'll ensure the smooth and accountable running of ASSIST's financial functions, and use your experience and knowledge to support this crucial function within the organisation.

You'll be committed to ensuring the organisation's financial systems and processes are robust, and you'll take pride in ensuring that the ASSIST Leadership Team and Trustees are equipped with accurate and current financial reports so they can make sound decisions to ensure the prosperity and effectiveness of the charity.

You'll be confident working independently, but equally able to work as part of a team, and to effectively supervise and support volunteers who are developing their skills.

You'll be a clear communicator with an eye for detail and quality. You'll have great organisational skills and be highly confident using ICT to make administrative and communications tasks easier.

You'll be motivated by ASSIST's aims of supporting people who have been refused asylum in the UK, and ready to bring your energy and enthusiasm to supporting the work of ASSIST.

If this sounds like the role for you, we look forward to receiving your application.

Application Packs are available to download from our website:  
[www.assistsheffield.org.uk](http://www.assistsheffield.org.uk)

Completed Application Forms should be emailed  
to: [jobs@assistsheffield.org.uk](mailto:jobs@assistsheffield.org.uk)

**Please be aware that we will not accept CVs.**

ASSIST Sheffield is working together with the New Beginnings project at Voluntary Action Sheffield to help people with lived experience of the asylum system to access this opportunity. As part of this commitment there will be an information session to find out more about ASSIST and this role. This session (which is open to ALL candidates who are interested in this job) will be at 6pm - 7pm on Tuesday 30th November at Victoria Hall, Sheffield.

**Deadline for applications** – 12 noon on Monday 6<sup>th</sup> December 2021

**Interview Date** – w/c 13<sup>th</sup> December 2021

ASSIST is committed to equal opportunities policies and practices and welcomes applications from all sections of the community. We particularly welcome applications from people with lived experience of the asylum system.

*ASSIST Sheffield is a Charitable Incorporated Organisation, no: 1154862.*