

## **FINANCE and SERVICES ADMINISTRATOR**

**Contract:** Permanent 28-32 hours / week.  
Secondments also considered  
**Salary:** £18,970 pro-rata  
**Location:** Central Norwich

Responsibilities include all day to day office administration plus all financial transactions and monthly accounts.

The post-holder will be brimming with initiative and common sense! We seek an individual who is highly organised and methodical, reliable and able to work on their own initiative as well as part of a small team.

The successful candidate will have a proven experience of administering budgets, banking procedures and general administrative duties. They will also have excellent IT skills, knowledge of a computerised accounts package e.g. SAGE or similar and excellent numeracy and budgeting skills.

For details please call 01603 617299, email [info@space-east.org](mailto:info@space-east.org) or download an application pack at: [www.space-east.org](http://www.space-east.org).

Application deadline: **1pm on Wednesday, 20<sup>th</sup> January 2010.**  
Interviews: **Monday, 25<sup>th</sup> January 2010.**  
Start date: **Immediately**

Space East is a not-for-profit membership organisation supporting a diverse range of not-for-profit frontline service providers in the supported housing and homelessness sector in the East of England. They provide, for example, direct accommodation for single homeless people, people with enduring mental health support needs, those fleeing domestic violence and exploitation, ex-offenders, people with drug and alcohol dependencies and young people leaving care. We support these organisations through advice, information, training and direct support.

*Space East is committed to both the principle and the practice of Equal Opportunities and we welcome applications from all parts of the community regardless of gender and sexual orientation, any physical impairment, race or religion.*