

DIOCESE OF Hexham & Newcastle



Vacancy **Finance Assistant**

Ref (04/2019)

3 Year Fixed Term Contract

A Finance Assistant is required to support the Department for Finance in the efficient administration of the finances and assets of the Diocese in accordance with statutory requirements.

This is an excellent opportunity for an individual experienced in general office and administration duties, with excellent IT skills, in particular Microsoft Excel and Word.

The post holder will have a good level of general education, including GCSE A*-C in English and Maths or equivalent. They will also have a high level of attention to detail with the ability to build good relationships with all associates working with confidentiality and integrity.

It is important that the person appointed is sympathetic to the aims and ethos of the Diocese of Hexham and Newcastle.

Salary: £18,046 Hours: Full-time

The closing date for applications is 21 January 2019.

Further information and an application pack is available on our website www.rcdhn.org.uk or contact us: ☎ 0191 243 3301 Email: human.resources@diocesehn.org.uk

Diocese of Hexham and Newcastle
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