



Vacancy Finance Officer

Walsall Society for the Blind are recruiting a Finance Officer to join our team when our current post holder retires. There is some flexibility about the starting date which can be at any time from mid-August onwards

To be successful in this post you need to

- Be proactive in completing work tasks.
- Maintain a high degree of accuracy and attention to detail.
- Have excellent organisational and time management skills
- Be able to prioritise work in relation to tight deadlines
- Have excellent communication skills

Qualifications and Experience

- A relevant bookkeeping qualification - AAT or equivalent or proven accounts experience is essential.
- A minimum of one year's experience in using Sage or similar accounting packages is essential.
- Excellent Microsoft Excel skills are required

Hours 14 hrs per week.

Basic Salary £16.00 an hour (FTE £30,784)

A working pattern of 2/3 days, suitable to our chosen candidate can be agreed.

For the job description and personal specification please email

areed@wsftb.co.uk