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www.staugustinescentrehalifax.org.uk

St. Augustine’s Centre

Hanson Lane

Halifax HX1 5PG

Charity No. 1131784 Company No. 6819800







St. Augustine’s Centre on Hanson Lane in Halifax has been working with diverse communities for 50 years providing support, sanctuary, community and information.

We are looking for a **Finance & Office Manager** who will have responsibility for providing financial and administrative support to the Centre Leader, and working with staff and volunteers to facilitate the smooth running of the Centre on a day to day basis. You will also have the opportunity to get to know the members of our community through your work. We are a very friendly and hard-working team who really want to make a difference for everyone who comes to St. Augustine’s Centre.

We are looking for someone with relevant financial and administrative experience, with a good working knowledge of QuickBooks, Sage Payroll and Microsoft Office including a high standard of competence in Word and Excel. You are able to work under your own initiative, are well-organised, have excellent time management skills, and demonstrate attention to detail. Excellent interpersonal, communications and telephone skills are essential, as is the ability to work as part of a small team following established procedures, policies and systems. You will have an interest in the issues facing refugees, asylum seekers and EU migrants. The successful candidate may be required to undertake a Disclosure Barring Service check.

For more details and to request an application pack please telephone 01422 352492 or email info@staugustinescentrehalifax.org.uk, or write to

Vicky Ledwidge, St Augustine’s Centre, Hanson Lane, Halifax, HX1 5PG

Closing date: 5pm Friday 6th July 2018

Interviews: Thursday 12th July 2018