

### Finance & Resource Manager

Location: Weston-super-Mare (and currently home working)  
Hours: 26.25 hours per week (*with the potential for full time*)  
Contract: Permanent contract  
Salary: £28,785 rising to £30,806 pro rata (*depending upon experience*)

We are looking for an experienced, skilled and highly motivated Finance & Resource Manager to join our senior management team. You will be responsible for the accurate and effective operation of the organisation's financial systems ensuring we operate within the aims, policies and principles of the Citizens Advice service and in line with Companies House and the Charity Commission. You will also be responsible for the organisation's resources with regard to premises, ICT and equipment and within data protection, information assurance and Health & Safety regulations.

This is an exciting time to join the team. We have recently purchased new premises which we are developing into a modern advice centre. We are also working on our strategic plan with the aim of building our organisation to meet the needs of our clients and our communities in a post-lockdown world. If you are a person who thrives on challenge and variety and you have an eye for detail then this role will be for you.

Citizens Advice North Somerset (CANS) is an established and well regarded local independent charity that provides free, impartial and confidential advice. We undertake research & campaign work to influence policy makers and to effect change. We work in partnership with the Local Authority, The Legal Aid Agency, Macmillan Cancer Support, The Money Advice and Pension Service, Wessex Water and many more local and national partners to deliver advice services to over 10,000 clients living and working in North Somerset. Our services are delivered by 26 paid staff and over 90 volunteers.

The application pack is available on our website: [www.nscab.org.uk](http://www.nscab.org.uk). For an informal conversation about the role please email [fiona.cope@nscab.org.uk](mailto:fiona.cope@nscab.org.uk) or call 01934 836202.

Closing date: Monday 8<sup>th</sup> June 2020 at midday  
Completed applications to be emailed to [Fiona.cope@nscab.org.uk](mailto:Fiona.cope@nscab.org.uk)  
Interviews to take place 12<sup>th</sup> June 2020