



Vacancy for Permanent Part Time (14 hours) Finance & Administration Assistant

Starting Salary £19,546 (pro-rata)

Edinburgh Young Carers is seeking a suitably experienced and qualified applicant to join the service in delivering high-quality finance and administration assistance to enable the service to support young carers in Edinburgh, aged 5-25.

The post-holder will work alongside the Finance & HR Support Manager to maintain accurate financial and database records and provide administrative support to the senior management team.

The candidate will need to be suitably qualified and experienced in working with Sage (50) accountancy software, with at least 2 years' experience of general accounting and reconciliation work as well as strong organisational skills and prior experience in managing admin databases.

Organisation Profile:

Edinburgh Young Carers Service is a voluntary organisation working with and on behalf of young carers throughout Edinburgh. We are one of the largest and most well established independent young carers organisations in Scotland. We have a strong commitment to the rights of children and young people.

Closing date & time: Monday 29th November 2021, 5pm

Interview date: Friday 10th December 2021

For further details and an application pack, please visit our website:

<https://www.youngcarers.org.uk/get-involved/vacancies/>

Or contact:

info@youngcarers.org.uk

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Edinburgh Young Carers

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