



# Finance Assistant

**Based in Derby Office**

**20 hours (negotiable) per week**

**£12,979 per annum for 20 hours**

(£24,336 WTE, £12.48 per hour)

Find out more about our work:

Website:

[www.sightsupportderbyshire.org.uk](http://www.sightsupportderbyshire.org.uk)

Facebook:

<https://www.facebook.com/SightSupDerbys>

Sight Support Derbyshire has been in existence for over 110 years. Set up by volunteers back in 1914 we have grown and developed and now provide a wide range of services to blind and partially sighted people across Derbyshire.

We have a dedicated staff team working from our Head Office in Derby, our small sub-office in Chesterfield and at the two main hospitals in Derby and Chesterfield.

Our Finance Assistant is an essential player in our 'back-office' team, helping to ensure that things run smoothly in our service delivery. Everyone working at Sight Support Derbyshire has an essential role to play in providing the very best services to visually impaired people across the County.

Part of the central services team based in Derby and reporting to the Finance Manager, you will need to be a 'self-starter' and able to work on your own initiative to ensure that finance services run smoothly. Experienced in Sage 50, you will work with the Finance Manager to deliver financial administration for the organisation.

As a registered Charity we need people who can be flexible, adapt to change and bring a positive attitude to their work. In return, we will offer flexibility and provide a great working environment, where you'll be valued as part of the team.

For an informal discussion call us on 01332 292262

**To find out more, send for a full job description and application pack please email**

[heather.davidson@sightsupportderbyshire.org.uk](mailto:heather.davidson@sightsupportderbyshire.org.uk)

**Or check our website to download the pack**

[www.sightsupportderbyshire.org.uk](http://www.sightsupportderbyshire.org.uk)

**Closing date for applications: 12noon Tuesday 22nd October 2024**

**Proposed interview date: Wednesday 30th October 2024**

Sight Support Derbyshire is committed to being an equal opportunities employer.