

FINANCE & ADMINISTRATION ASSISTANT

Salary: from £15,473 p.a. (pro rata) plus benefits

BCHF is a small but rapidly growing housing association. We are looking for a part-time (15-20 hrs p.w. to include Mon a.m.) **Finance & Administration Assistant** to help us provide a responsive and effective service to our customers.

The job will include inputting and reconciling data, producing management reports and administering payment runs.

A methodical and accurate approach, excellent customer service and administration skills are essential as is experience of using PCs including Excel and an accounting package

BCHF offers an excellent company pension scheme and generous holiday entitlement

For an application pack please visit www.bchf.co.uk, email steve.irwin@bchf.co.uk or contact Steve Irwin on 0117 9319784.

Closing date: 10 September 2008.

We welcome applications from all sections of the community.