



WomenCentre Ltd has the following vacancies:-

Admin and Systems Worker (Kirklees based)

Fixed term contract until 31 March 2018 30 hours per week
NJC Scale 5 Pt 22-25 £20,661- £22,658 (pro rata)

This post requires an experienced administrator with expertise in, and an understanding of systems and processes to enable effective and efficient running of our services in Kirklees to facilitate and complement our women-centred approach.

The ideal candidate will have excellent IT and communication skills and will be able to respond to enquiries both face to face and over the phone to ensure the smooth running of the Kirklees Centre.

Closing date - 18th September 2017 10.00 am

Short listing - 20th September 2017

Interviews - 26th September 2017 pm

Finance and Systems Worker (Calderdale based)

24 hours per week NJC Scale 5 Pt 22-25 £20,661 - £22,658 (pro rata)

This post is for an experienced finance worker preferably with additional experience in HR administration and data collection and reporting.

The ideal candidate will have excellent Excel skills and knowledge of reporting using Access or similar database. The ability to work flexibly to meet deadlines is essential.

Closing date - 15th September 2017 9am

Short listing - 15th September 2017 pm

Interviews - 26th or 27th September 2017 pm

In both roles you will also be expected to work closely with the wider staff, trustees and volunteers across WomenCentre

WomenCentre is an organisation that promotes safeguarding practice across all our service delivery and staff and volunteer recruitment.

Application packs for both posts can be downloaded from www.womencentre.org.uk

This post is open to women only – Equality Act 2010, Schedule 9, Part 1 applies

23 Silver Street, Halifax, HX1 1JN

www.womencentre.org.uk

Company number: 06084795 Charity number: 1118366