From: Vicki Larkin
Subject: Finance Assistant Vacancy at North Edinburgh Childcare
Date: 07 July 2010 14:15:25

Please find attached details of a new vacancy at North Edinburgh Childcare. We would be obliged if you could display theses details for your staff and service users.

Thank you

Vicki Larkin

JOB VACANCY

North Edinburgh Childcare is one of the premier providers of high quality, affordable childcare and education services in Edinburgh and is known for its community based approach to delivering accredited childcare training. The organisation is strongly grounded in an inclusive ethos which underpins both our excellent services and our commitment to staff, their training and professional development.

FINANCE ASSISTANT

Full Time – 35.75 hours £16,048-£17,876/annum

We require a motivated enthusiastic individual to fill this post. Applicants will have experience of SAGE Line 50, Book-Keeping and will be Computer Literate with excellent knowledge of Microsoft Office applications. The post requires the applicant to be confident with debt control and recovery, maintain financial and client records and assist the Finance & Business Manager in ensuring the smooth running of Administrative and Financial systems. Experience of differing funding streams and of lodging Funding Returns is desirable.

The closing date for this post is Wednesday, 21 July 2010

For an Application Pack including Job Description please contact
the Human Resources Department on 0131 332 8001
or email info@northedinburghchildcare.co.uk or
apply online at www.northedinburghchildcare.co.uk

North Edinburgh Childcare
18b Ferry Road, Edinburgh, EH4 4BL
Telephone 0131 332 8001 and HR fax 0131 311 6937
www.northedinburghchildcare.co.uk

Supported By City Of Edinburgh Council

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