

A new exciting part time opportunity with CPSL Mind

CPSL Mind is a progressive and expanding mental health organisation, looking for individuals who are committed to improving the lives of people using mental health services.

We are seeking a Finance and HR Assistant to work within the Finance & Resources team, to support the delivery of high quality services. This is a new role to assist our Finance Lead and HR Lead and the role will be based initially at our St. Neots office.

To apply for this post, you will have had previous experience of having access to information of a highly confidential and sensitive nature. You must be confident in the use of Microsoft Word, Excel, PowerPoint and Outlook. Training will be available for both our finance software package and our HR software package. You should enjoy working as part of a team, but also be able to work on your own initiative, and be able to work accurately in a busy working environment, with good verbal and written communication skills.

We are an equal opportunities employer and welcome applications from all sections of the community.

Finance & HR Assistant

30 hours per week

Based in our St Neots office initially

NJC Salary Scale Range 10 - 13 - £20,751.00 pa FTE
Starting Salary: £16,597.12 per annum for 30 hours.

We will only accept complete applications, which should include:
CPSL Mind Application Form, Covering Letter & completed Equality & Diversity Monitoring form.
Please email applications to: carolyn.smith@cpslmind.org.uk

Closing date: Monday 3rd February 2020, 09:00 hours

Interviews: Tuesday 11th February 2020 in our Peterborough office

Please visit <https://www.cpslmind.org.uk/join-us/careers-with-cpsl/> for full details

Charity number: 265087

Company number: 1082980

