

Sussex Community Development Association (SCDA) delivers a range of projects & services aimed at supporting the needs of vulnerable individuals and empowering and further developing community activity. We are now looking for an experienced individual to join our Employability team:

Specialist Finance Audit Officer
Permanent and part time – 22.5 hours per week
Salary £24,982 per annum pro rata
Based in Newhaven or Hastings

This is a great opportunity to join SCDA's Employability team working on the Let's Get Working (LGW) project. LGW is funded by the European Social Fund and the National Lottery Community Fund and supports people with long-term health conditions and disabilities to find work.

We are recruiting for a Specialist Finance Audit Officer who will be responsible for the updating, co-ordination and accurate completion of all funding related expenditure, ensuring all the required evidence is on file and auditable to the correct standard.

You will demonstrate a successful track record in working with accounting packages, such as QuickBooks or similar, to input and monitor figures accurately, with attention to detail, and be accustomed to regular review/audit and performance reporting. Strong IT skills – particularly Excel are a must.

Experience and understanding of ESF funding requirements would be useful. You should be able to demonstrate an efficient and methodical approach with all round excellent written, oral and interpersonal communication skills. As with all our team, you will be a confident and credible ambassador for SCDA, showing sensitivity to the aims & values of the organisation as a whole.

The hours can be worked flexibly across the week.

The role can be based in Newhaven or Hastings with regular travel to the other office, so a car owner / driver is preferred.

The post is subject to a DBS check.

For an informal discussion about the roles please contact Melanie Nicholls on 01424 400681.

The vacancy closes on Sunday 25th July 2021

Interviews conducted in person and in-line with social distancing guidelines: w/c 2nd August 2021

For a full job description and to apply please go to <https://sussexcommunity.org.uk/work-with-us/>

or contact our HR department on hr@sussexcommunity.org.uk