



VACANCY

Manchester Mind believes that everyone deserves to be supported in their mental health needs and that we have a part to play in that. We do this by providing a range of services to people living in Manchester and provision of good quality financial supporting systems is an important part of enabling us to deliver these valuable services.

Our work is guided by our values of:

Openness | Belonging | Strength | Collaboration

To support us in this work we are looking to recruit a;

Finance Worker

We are looking to recruit someone who can deliver financial support and management in a way that is collaborative and open, building good relationships with staff and volunteers. We are also looking for a person who can combine financial knowledge with being able to provide some telephone cover to ensure people contacting Manchester Mind are able to access services.

Salary: **£21,074 - £23,111 (dependent on experience)**
Hours: **35 hours per week**

The skills and knowledge that are important to us are:

- Ability to deliver financial support in a collaborative way
- Knowledge of financial systems and ability to provide reports
- Ability to use Microsoft Office, including using financial spreadsheets
- Ability to manage budgets

You can download the application documents from the Vacancies page on our website, www.manchestermnd.org, or request them via info@manchestermind.org or 0161 769 5732. All applications must be received by **12noon, Thursday 25th April 2019**.

Manchester Mind is striving to be an equal opportunities employer and welcomes applications from all sections of the community. Manchester Mind sees it as a positive advantage if you have experience of mental health issues and/or have used mental health services, or had experience of volunteering.

