



JOB VACANCY - PART TIME - FINANCE OFFICER – PRO RATA

DVSC is recruiting a part time Finance Officer on three days a week (22.5 hours) with the possibility of extension pending further funding success by September 2017.

This is an exciting opportunity for the right candidate in a supportive and fun environment to manage the finances and book keeping for the organisation, maintaining and implementing robust financial procedures and acting as the Company Secretary to the Board, and reporting to the Chief Executive. The role will involve supporting senior staff members in developing budgets for bid development. The post is advertised at a salary of £24,964 (pro rata) the ability to speak the Welsh language is highly desirable.

The **job description with person specification and application form** are attached and are also available on our website. We are actively seeking to recruit Welsh Language speakers.

Please send your application to office@dvsc.co.uk by no later than midnight Monday 3 July.

Successful candidates will be advised if they have been shortlisted by 5 July. Interviews are expected to take place by 10 July at the latest.

If you would like to have an informal chat about the role please contact Helen Wilkinson, DVSC's Chief Executive on 07957 684 079.