



Enabling churches to house the homeless

**We are recruiting a:**

## **Finance Administrator**

**Location: Peterborough**

Hope into Action is a rapidly growing organisation that enables churches to house the vulnerable / homeless.

We opened our first house 8 years ago and are now running 57 homes around the country. Each home is in partnership with a local church and supports 2-3 adults (homeless, vulnerable, ex-offenders etc).

### **Finance Administrator : 20 – 25 hours per week**

We are looking for a competent administrator and book-keeper to come and join our finance team. You will be responsible for all our finance data entry of our bank accounts and will need to be a good team player with a gift for administration and finance.

Salary: £20,765 FTE

The Job Description and Application Pack together with more information about the organisation can be found on [www.hopeintoaction.org.uk](http://www.hopeintoaction.org.uk)

If you require further information please contact [keith.nicholson@hopeintoaction.org.uk](mailto:keith.nicholson@hopeintoaction.org.uk) to whom completed applications should be sent.

**Closing Date: 22<sup>nd</sup> June 2018**

**Assessment date: tbc**