**Job Title:** Financial Administrator / Bookkeeper

**Salary:** £25,000 (pro rata £5,000)

**Hours:** 7.25 hours per week (excluding breaks)

**Contract Term:** Permanent subject to funding.

**Holiday**: 22 days annual leave, rising to 27 after 5 years of service (pro rata)

**Public holidays**: 8 days bank holiday

**Pension**: Non-contributory pension plan

**Flexible working options**

**Location:** Bolton or Remote

**Application deadline:** **Monday 2nd September 2024 @ 09:00**

**Interviews:** We anticipate interviews being during the week commencing 26th September and may be either online or in person.

**Overview of the role**

**Background:**

This is an exciting opportunity to play an important role at a critical juncture in our organisation's development. The Financial Administrator / Bookkeeper will help us to ensure that we handle our finances in an appropriate fashion. Due to the increasing demand for MhIST services, we are looking to increase our team with a part-time Financial Administrator / Bookkeeper who can an official track of our income and expenditure so we have an accurate audit trail of all financial activity. We estimate the role will take around 7.25 hours or one day per week. You may work remotely or come into the office if you prefer.

MhIST is a Bolton based, user led mental health charity. We have been in existence since 1992 and are planning significant developments in our service offering. MhIST already offers support to over a thousand people a year and we know that this number is only scratching the surface of need. Our existing services include advocacy, self-help and talking therapies, all delivered by teams of experienced and trained professionals.

**The role:**

The Financial Administrator / Bookkeeper role is permanent subject to funding.

The Financial Administrator / Bookkeeper will be expected to maintain, develop and implement good financial procedures and processes so that we can keep track of and monitor the funds which we have. We use the cloud version of QuickBooks Pro. We have a range of funders (currently about 10 and growing) that contribute differing amounts for differing projects. We want to have up to date figures upon which we can base our plans. Understanding where we are up to with regards to spend and activity is something to which we aspire. We also want you to run our payroll every month. We currently use ‘Moneysoft – Payroll Manager 100’.

The deadline for applications is: **Monday 2nd September 2024 @ 09:00**

Application packs can be downloaded from our web site Please return completed forms to: [jobs@mhist.co.uk](mailto:jobs@mhist.co.uk).

If you would like to discuss this opportunity, please contact Melvin Bradley on 01204 527200.