

**Finance Officer, Leicester City Centre, LE1**  
**£28,271 pa, Full time, Fixed term to 31 March 2022**

Voluntary Action LeicesterShire are seeking an established Finance Officer to join our flagship **GREAT** (Getting Ready for Employment and Training) **Project**.

The GREAT Project is a free service designed to give members of families, who are currently not employed, the support they need to find work or training opportunities through bespoke tailored support, workshops and skills training. This includes, confidence building courses, work experience, behind the scenes tours, CV writing, job search, access to Adult Learning and mental health and wellbeing support. The Project team work with individuals in families who have multiple and complex barriers to training or employment, may be at risk of social exclusion and furthest from the labour market.

Reporting to the Executive Manager - Finance, you will have responsibility for managing the finances of the GREAT Project, with a particular focus on recording and monitoring spend, ensuring compliance and undertaking detailed financial reporting to support financial claims to Funders. You will need to work closely with the Executive Manager – GREAT Project and Project Team to enforce the robust procedures.

Experience of overseeing Project finance is essential with a proven track record in monitoring project spend, processing financial transactions and providing a clear audit trail of funds spent. You will need to demonstrate experience of data analysis and reconciliation of large volumes of data, combined with established spreadsheet skills.

The GREAT Project is funded by the European Social Fund and The National Lottery Community Fund. The service is managed by Voluntary Action LeicesterShire.

The job description, person specification and application form for this role can be found here <https://valonline.org.uk/work-for-val/> or alternatively telephone Donna Taylor on 0116 257 5028

**For more details on the GREAT Project visit <https://greatproject.org.uk>**

**This role offers an opportunity to work for a sector leading diverse and ambitious organisation, with a vision for growth. The successful applicant will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave plus bank holidays and a 6% employer pension contribution.**

For an informal discussion regarding this post, please contact Donna Taylor, HR Assistant on 0116 2575028/donna.t@valonline.org.uk

**Closing date: Wednesday 29 January 2020 12.00 Noon**

**Interviews: Thursday 6 February 2020**