



Cambridge Ethnic Community Forum

Job opportunity - Finance Officer

Part time: 16 hours per week, £29,439 (pro rata), based in Cambridge

We are looking for a candidate with a background in finance to join our busy and committed team, as a Finance Officer. Based in our Arbury Court Offices the post-holder will have at least two years relevant experience. This could have been gained in a paid or voluntary capacity. Knowledge and experience of the third sector is desirable. Ideally with a relevant degree, accounting, or book-keeping qualification.

They will oversee our financial planning, budgeting, and forecasting, ensuring that financial records are kept up to date. The role will also involve working closely with the Chief Executive Officer and the Treasurer to produce accurate timely management accounts, cashflow statements, assisting with funding applications and preparing for our annual accounts.

You must be an organised individual, able to act independently in a fast-paced environment and be confident in handling and analysing numerical data. Strong IT and computer literacy skills, particularly in Microsoft Excel, are essential.

We are an equal opportunities employer and so would welcome applications from Black and Minoritised Ethnic communities, and those with a protected characteristic.

For more information, job description or an application pack, please contact CECF at 16-18 Arbury Court, Cambridge, CB4 2JQ; Tel: (01223) 655241 email: eddie@cecf.co.uk

Closing date: Friday 15th September 2023. Interviews to be held on Thursday 21st September 2023