

EAST RIDING VOLUNTARY ACTION SERVICES

ERVAS Limited



East Riding Voluntary Action Services
is seeking:

Payroll and Accounts Administrator

- Salary:** £17,715 pro rata (£9,575 per annum) + 10.6% Employer contribution to pension scheme
- Status:** 20 hours per week
- Fixed term:** 31st March 2017
- Benefits:** 25 days annual leave + public holidays pro rata
- Area:** East Riding of Yorkshire
- Location:** Beverley
- Job Role:**

To provide an external payroll bureau and assist the Finance Manager/Community Accountant and apprentice with the internal financial systems of East Riding Voluntary Action Services as well as providing support to external voluntary sector organisations with their financial requirements on a needs-led approach.

Therefore we require a suitably qualified and experienced person to build on our existing payroll and community accountancy administration support to the voluntary and community sector within the East Riding of Yorkshire.

To request an electronic application form, please email:

Tom Gregory at ERVAS, office@ervas.org.uk. If you require a paper copy of the application pack please write to Tom Gregory, ERVAS, Morley's Cottage, Walkergate, Beverley, HU17 9BY and include an A4 self-addressed envelope with £1.09pence of postage. Mark your envelope with the details indicated on the application form.

**Closing date for applications: Wednesday 8th June 2016, 12 Noon,
Interviews will be held on: Friday 10th June 2016**