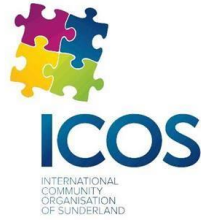


ICOS is a registered charity number 1186618



## **FINANCE ASSISTANT**

**Actual salary: £12,480 - £14,560 (£12 - £14/h, depending on experience)**

**Hours: 20 hours per week**

**Contract Type: Permanent**

**Location: ICOS, 14 Foyle Street, Sunderland, SR1 1LE**

**Reporting to: Manager**

***International Community of Sunderland (ICOS) is seeking to employ an enthusiastic and proactive Finance Assistant to ensure successful delivery of our finance functions.***

### **We offer:**

- Flexible hours to be agreed with you**
- Opportunity to grow and training**
- Working as part of a friendly and supportive team**
- Access to free counselling**
- A progressive holiday package, with the number of paid holiday per year increasing with the services**
- We are a Living Wage Employer. Your salary will increase every year, at least with line with the living wage, as set as the Living Wage Foundation**
- Paid breaks**

ICOS supports migrant and minoritized communities in the North East of England through advocating for their rights and creating opportunities. Our work includes supporting people to access benefits, services, welfare and employability, as well as getting people together and empowering them.

You will support all financial aspects of our work, including dealing with volunteer and client expenses, as well as financial reporting and reconciliation, projections, holiday entitlements, annual reporting and accounts, and project reporting. You will also be responsible for liaison with

Applicants should be able to evidence experience of finance work of at least 1 year, and at least a level 2 AAT qualification, or equivalent. You should have excellent communication skills. With excellent literacy, numeracy and IT skills (especially concerning MS Excel). You will have good attention to detail skills.

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Applicants should be empathetic and have excellent organizational skills, attention to detail, as well as have an understanding of equality and diversity, as well as antiracism.

As an integral and vital part of the ICOS team you will be responsible for working closely with the project manager.

**For an application pack - CV's not accepted:**

- Email us at: [office@icos.org.uk](mailto:office@icos.org.uk)
- Download details from our website at <https://icos.org.uk/join-our-team/>

**For more information and to request an application pack please contact:** office@icos.org.uk,  
07596538482

- **CVs will not be accepted.**
- **Completed applications can be sent by email to Michal Chantkowski, Manager at [michal@icos.org.uk](mailto:michal@icos.org.uk)**

**Schedule:**

Application deadline: 29/07/2024, 5pm. **No applications will be accepted after this point.**

Scoring/results- by 02/07/2024

Interviews will be held during the week commencing 05/08/2024

Role commences: 12/08/2024