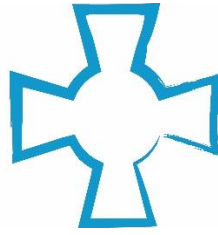


Saint
Peter's
Charity



Saint
Columba's
House



Part Time Finance Manager

£40,000-50,000 pro rata
22.5 hours per week

St Peter's Charity is a small Charity founded in 1861. Once an order of Anglican religious sisters running hospitals, today the Charity runs St Columba's House retreat and conference centre and a small grant making trust. We are based in Woking, Surrey.

A part time Finance Manager is needed to cover all the finance functions within the Charity from payroll to producing monthly management accounts and presenting reports at Trustee meetings. This role is varied and rewarding as it plays an important part in the management of our Charity.

We are seeking a suitably qualified accountant (CIMA, ACCA or equivalent) who is warm, approachable and efficient.

Applicants need to be sympathetic to the work of St Columba's House, which, while rooted in our Anglican foundation, welcomes clients and staff from all faiths and none. We offer a friendly, attractive place to work as part of a small team.

The post holder would be expected to work on site with occasional working from home, exact hours to be negotiated.

Applications by e-mail; CV with covering letter to Marguerite Hutchinson, Chief Executive, ceo@stpeterscharity.org.uk
For a job description visit our website stcolumbashouse.org.uk