



## **North Tyneside Voluntary Organisations Development Agency**

VODA is an independent registered charity which supports volunteers, voluntary organisations and community groups within North Tyneside. We are currently looking for a

### **Finance Officer** **NJC Scale SO1, Pt. 29, £24,646** **pro rata for 14 hrs per week (0.38 FTE)** **Hours flexible by agreement**

You will be sufficiently experienced to be able to:

- Prepare monthly management reports
- Monitor and prepare cashflow forecasts
- Prepare and submit funding returns
- Prepare organisational and project budgets

A working knowledge of SAGE software and Excel is essential. An understanding of charity accounting and SORP would be an advantage.

If you are interested in this post please contact Julie Duell, Chief Executive, by Friday 3 September to arrange an interview. E-mail: [julie.duell@voda.org.uk](mailto:julie.duell@voda.org.uk)