

Finance & Administration Officer

Cotswolds Conservation Board
based at the Cotswolds Discovery
Centre, Northleach



Permanent contract

37 hours a week, normally Monday to Friday

Up to £31,986

A superb opportunity to be part of a team working to conserve and enhance the natural beauty and increase the understanding and enjoyment of the Cotswolds Area of Outstanding Natural Beauty (AONB).

We are seeking an experienced finance officer to provide and manage accountancy and financial services to the Board. You will be a fully or partly qualified accountant with experience in payroll, grant funding and VAT accounting.

In addition, you will be the Board's office manager, ensuring the smooth day to day running of the Conservation Board's offices in Northleach.

If you are interested in applying for this stimulating and rewarding role please visit www.cotswoldsaonb.org.uk/jobs for further details and an application form, we do not accept CVs.

The closing date for applications is noon on Monday 2nd July and interviews are scheduled for Wednesday 11th July.