



YMCA EXETER

WE'RE RECRUITING!

**Rents and Finance Officer, £19,000 per annum,
Full Time (37.5), 33 days annual leave (first year) & health plan.**

We are looking for a Rents and Finance Officer to join our professional team in our Core Services.

As a Christian organisation, we are inspired and motivated by our faith in Jesus Christ and the hope and love he has given us. YMCA Exeter views its work as an extension of the Church's missional outreach to the world (which starts with our local community!).

This role does not require the postholder to have a Christian Faith, however you must be able to fully support the Christian ethos of YMCA Exeter.

In this role, you will process the organisation's financial data and engage with staff members across all projects to acquire or provide financial information. You will be part of a team that offers management and administration services to all departments within the charity. Under the direction of an experienced manager and as part of a close supportive team, you'll also be responsible for assisting the collection and reconciliation of Housing related income and assisting the preparation of management accounts. You will have the confidence and maturity to work independently, flexible, reliable, a good team player and have good analytical, numeracy and IT skills.

This post offers the candidate the opportunity of office based or hybrid working. We will provide training and help you develop your expertise. As part of YMCA Exeter's commitment to safeguarding young people, this role will be subject to a DBS check.

For further information and an application pack (**No CVs please**), contact us by emailing office@ymcaexeter.org.uk or download a pack from our website at www.ymcaexeter.org.uk.

If you would like to know more about the role, we welcome you to contact us for a chat and a tour around one of our projects.

Closing date for applications is 9am on Monday 20th December 2021