

We are recruiting for a **Book-keeper (full-time)** & **Finance Manager (part-time)**

**Book-keeper:** £22,000 - £26,000 p.a. dependent on experience (37 hours p.w.)

**Finance Manager**: £28,000 - £35,000 p.a. dependent on experience (3-4 days p.w)

**Fixed-Term Contracts (One Year)**

**with the potential to extend subject to funding**

Suffolk Law Centre and Ipswich and Suffolk Council for Racial Equality (ISCRE) are seeking a **Book-keeper** and **Finance Manager** to support (Book-keeper) and oversee (Finance Manager) our finance systems. The roles would ideally suit people with experience of working or volunteering at a charity, but this is not essential as we are looking for individuals who share our values and will work well together.

For both roles, you will need knowledge of financial systems, preferably including using finance software such as SAGE.

Suffolk Law Centre is a part of the ISCRE Group of Charities and the two organisations are co-located in the centre of Ipswich. The **Book-keeper** and **Finance Manager** will work across both organisations.

This is an exciting chance for **you** to join our team to help to sustain and grow our organisations in order to continue providing our services to the people of Suffolk and beyond.

For an informal discussion about this post, please contact our Practice Manager, Sophie Steward, via the means below.

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law**, and who may have experience of some of the issues faced by our clients and service users.

**Contact:** For an application pack, please email sophie@suffolklawcentre.org.uk

or telephone 01473 934741 (direct dial)

**Deadline for applications:** Monday 17th April 2023 at 9am

**Interviews:** During the first two weeks of May 2023

(please provide your availability with application)

**Start Date:**  As soon as possible

**We are an Equal Opportunities employer**