

Employment opportunities at Citizens Advice Sutton

Office Manager

Citizens Advice Sutton (CAS) is recruiting an Office Manager. The Office Manager will provide and organise a wide range of 'back office' administration services for Citizens Advice Sutton. The post-holder will work closely with, and support the Citizens Advice Sutton CEO to ensure that Trustees, staff and volunteers have the appropriate equipment, premises, IT and HR support, etc. to deliver a high quality service to clients.

Salary: £30,644 202 plus 5% employer pension. Pay review pending pay review.

Application deadline: **9.00 am on Monday 23rd March**
Interview date: **Friday 27th March.**

More information at [www. http://www.citizensadvicesutton.org.uk/jobs](http://www.citizensadvicesutton.org.uk/jobs)

Volunteer Co-ordinator

Citizens Advice Sutton is recruiting a Volunteer Co-ordinator. The Volunteer Co-ordinator will ensure that Citizens Advice Sutton offers high quality volunteering opportunities and to maximise the opportunities for volunteers to contribute to Citizens Advice Sutton's charitable objectives.

Salary: £30,644 202 plus 5% employer pension. Pay review pending pay review

Application deadline: **9.00 am on Monday 23rd March**
Interview date: **Tuesday 31st March**

More information at [www. http://www.citizensadvicesutton.org.uk/jobs](http://www.citizensadvicesutton.org.uk/jobs)

Citizens Advice Sutton welcomes applications from everyone with the appropriate attitudes, experience and skills.

We are a disability confident employer.

Citizens Advice Sutton is an operating name of Sutton Borough Citizens Advice Bureaux.
Charity Registration Number: 1061654/0.
Company limited by guarantee. Registered number: 3179963 (England).
Registered office: 68 Parkgate Road, Wallington, Surrey, SM6 0AH.
Authorised & regulated by the Financial Conduct Authority.
FCA Authorisation Number: 617761.