

## Office Administrator

We are looking for an experienced, intelligent and focused individual to provide wide-ranging administrative support, which will include acting as clerk to our Board of Trustees, to ensure the smooth running of our very busy office. You will need to be highly organised, have an eye for detail and be a team player. In return you will gain experience of all aspects of our organisation from delivery of front line services, personnel and HR, to charity and company law.

Locations: Weston-super-Mare  
Hours: 37.5 hours per week (part time / job share considered)  
Contract: Permanent  
Salary: £18,525 - £20,025 depending on experience

Citizens Advice North Somerset (CANS) is an established and well regarded local independent charity who provide free, impartial and confidential advice. We undertake research & campaign work to influence policy makers and to effect change. We work in partnership with the Local Authority, The Legal Aid Agency, Macmillan Cancer Support, Money and Pension Service, Wessex Water and many more local and national partners to deliver our advice services to over 7,500 clients living and working in North Somerset.

The application pack is available on our website: [www.nscab.org.uk](http://www.nscab.org.uk). For an informal conversation about the role please email [dianne.jones@nscab.org.uk](mailto:dianne.jones@nscab.org.uk) or call 01934 836217.

Closing date: Monday 27<sup>th</sup> September 2021 at midday

Interviews to take place on 7<sup>th</sup> October 2021

Completed applications to be emailed to [hr@nscab.org.uk](mailto:hr@nscab.org.uk)