EMMAUS SALFORD is looking to appoint a

**RESOURCES OFFICER**

**(salary range £18k - £22k)**

Have you got what it takes?

We’re seek someone with a strong background in finance and administration those extra special skills that help others achieve their goals and allow us to have an efficient admin office. Emmaus Salford is a busy local charity that is having an impact in Salford, our staff work as a team alongside Companions.

We are looking for someone who stands out from the crowd and wants to be able to shine and develop their skills to make a real difference. This person will have experience back-office administration and finance work.

If you can cope with pressure in your stride, step-up in a crisis, and are a team player this is the job for you. Focussed, energetic and passionate about the tasks allocated and how you can contribute to our services, always willing to go the extra mile, those are the traits we look for in each member of staff.

Are you ready for a new challenge?

For more details look at our web site; all forms and details can be downloaded you will find:

* A Job Description and Person Specification at **<https://www.emmaus.org.uk/salford>**
* Closing Date for applications is noon on Tuesday 15th September 2020; please submit your application to [**hr.salford@emmaus.org.uk**](mailto:hr.salford@emmaus.org.uk)
* Interviews will take place the week commencing 21st September 2020

*We do not accept CV’s - you must complete an application form.*

*Strictly no Agencies*

Please note that for all appointments, offers of employment are subject to the Trustees receiving satisfactory evidence of the successful applicant’s right to work in the UK and at least x2 references.

If invited for Interview you will be required to bring with you:

1. Photo ID
2. Certificates of qualifications specifically those identified in the person specification