

Business Support Officer

18 hours per week £25.3K to £30.5K *pro rata*

5 mins walk from Clapham Junction

The Campaign for National Parks is an independent charity that inspires everyone to enjoy and look after National Parks. It does this by protecting these iconic landscapes from threats and making sure they are open to everyone to enjoy.

Following a recent re-structure we have a vacancy for a Business Support Officer whose role will be to ensure the smooth running of all the back office functions. The post holder will spend most of their time supporting and developing the day to day running of projects with budgeting and financial monitoring. Other responsibilities will include general office management and administrative support.

To succeed you will need to be a part qualified accountant or accounting technician, with very good Excel skills and solid experience as an administrator, as well as experience of the not-for-profit sector. You will also need to be a good team player with a "can do" approach.

For further details, or to apply call the HR advisers on 01403 240205 or visit www.hrservicespartnership.co.uk/vacancies.htm

Closing date:
5pm 7th February 2012

