



Finance Assistant

Hours per week



8-12 hours per month (flexible)

Location



Include.org is a vibrant new charity based in Redhill, Surrey. This role involves working from home.

We are looking for proactive, imaginative and committed people to join us in making a real difference to the lives of people with communication challenges.

Description



Include.org helps people isolated by understanding and speaking difficulties, and those that support them. We teach inclusive communication skills through training, activities and The Include Choir. Our approach is often unexpected, frequently musical and always fun. At a time when people with communication are at greater than ever risk of isolation, we keep people connected and included.

You will help us maintain accurate financial records, track budgets, record and claiming Gift Aid and assist with migrating to online bookkeeping, contact management and payment systems

This role is **perfect for anyone with a keen eye for detail and a love of figures**. You will help us to ensure that the charity complies with its financial responsibilities and help develop sustainable working practice in managing our finances, meeting charity governance regulations and completing timely funding reports

Training



Joining us means:

- Being part of a fantastic, friendly and fun-loving team
- Working with people full of creative and innovative ideas
- Helping build a more inclusive community for people with understanding or speaking difficulties.

Communication Disability Awareness training will be provided as part of the induction. Regular supervision and out of pocket expenses will also be provided.

About You



What do you need for this role?

Essential: Attention to detail, work to deadlines, active team member, sense of humour

Desirable: Experience of working within the charity sector, experience in finance departments / related fields

For more info: email info@include.org or call Alix Lewer on 07446 897835 for a chat



www.include.org



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