

# Swindon Carers Centre

## Join Our Award-Winning Team



Swindon Carers Centre provides advice, information, and support to unpaid carers aged 5+ who look after a family member or friend who due to age, physical or mental illness, addiction or disability and cannot manage on their own. Swindon Carers Centre won the Wiltshire Life Charity of the Year Award 2022.

We are seeking a passionate, effective, and committed individual to become part of our friendly and professional team.

### Finance Manager

**30 hours per week, Permanent**  
**£30,000 (FTE), pro rata £24,324.32**

The post holder will hold responsibility for delivering the operational management and day to day functions of all aspects of finance, in accordance with legislation and best practice and in line with organisational values.

**Closing Date:** Monday 29<sup>th</sup> August at 5pm

**Please note:** We may bring the closing date forward if we receive a high volume of applications.

**Interviews:** 6<sup>th</sup> and 7<sup>th</sup> September 2022

For an informal discussion regarding this role, please contact us on 01793 531133, and ask to speak to Sally Herron, Resources Assistant.

To be considered for this position, you are required to complete the application form (you can complete the online application form on our website or download the form) and outline how you meet the requirements of the job description and person specification.

Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. A Basic Disclosure and Barring Service check will be required for this post.

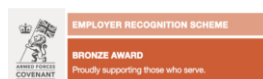
We adhere to a policy promoting equality of opportunity. No CV's. No agencies.

Many of our staff work flexibly in different ways. Please talk to us at interview about the flexibility you need. If you are an unpaid carer, we can discuss how we can help you to balance work and your caring role. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

Swindon Carers Centre will retain all unsuccessful applications for 12 months after the date of interview and may contact you during this time regarding future job opportunities. All applications will be destroyed following the 12-month period.

**All information for applicants is on our website:**

[www.swindoncarers.org.uk/working-with-us](http://www.swindoncarers.org.uk/working-with-us)



# Swindon Carers Centre

## Employee Entitlements and Benefits



### Annual Leave

All staff are entitled to 25 days paid leave (pro-rata for the first year of service and for part-time staff), rising by 2 working days after 5 years continuous service to 27 days (pro-rata for part-time staff) and by a further 3 days after 10 years continuous service to 30 days (pro-rata for part-time staff).

### Flexibility

Swindon Carers Centre offers employees the opportunity to work flexibly, with a mixture of working from our office location and from your home address.

### Birthday Day Off

All staff are offered a fully paid day off for their birthday.

### Subsidised Parking (limited availability)

Swindon Carers Centre offer subsidised parking for all employees (subject to availability) at Fleming Way car park.

### Refreshments

All staff have access to free refreshments in the office including tea, coffee, and dispenser water.

### Emotional Support Helpline

Swindon Carers Centre offers all staff and their immediate family members (providing they live with the staff member and are over the age of 18) access to a free and confidential counselling service 24 hours a day, 365 days a year.

### Staff Wellbeing

Swindon Carers Centre continuously supports our staff and their wellbeing. We have many policies and procedures in place to help us support everyone in the best way possible. All staff have regular supervisions and annual appraisals to support with workload and wellbeing. We always strive to do the best we can and have a Wellbeing Programme to offer further support.

### Health and Fitness

All staff have access to discounted membership rates at selected gyms in Swindon.

May 2022

