



**Finance/Admin Assistant**

**Location: Bristol**

**Hours: 35hrs per week**

**Remuneration: £16,371.00 per annum**

An opportunity has arisen to join WECIL to provide a high quality comprehensive administrative support to the Services Team. In this challenging and varied role you will be required to provide an efficient administration service to the team, prepare correspondence and other documents from notes, referrals and/or other instructions, and collate supporting papers and reports.

The successful candidate will have excellent administrative and clerical skills and will enjoy working as part of a team in a busy office environment.

For an application pack please email: [reception@wecil.co.uk](mailto:reception@wecil.co.uk) quoting ref: Fin/admin261009

Telephone: 0117\_9038900 (voice and minicom)

Application packs are available in accessible formats. Please contact Janice Saunders to discuss any access needs.

Closing date for applications: **13<sup>th</sup> November 2009 @ 16.00hrs.**

WECIL particularly encourages applications from under represented groups (e.g. Disabled People, people from Black and minority ethnic groups, Lesbians and Gay Men)

