



Finance Officer

We have an exciting opportunity for an experienced Finance Officer to join our team. Recently awarded the 2023 Eastern Region Best Not for Profit Employer, based solely on employee survey responses, you will be joining an organisation that truly values its employees and provides a supportive place to work. As Finance Officer, you will be responsible for the day-to-day and month end finance operations for the charity.

You will have a strong working knowledge of delivering the entire finance process using QuickBooks, be AAT level 3 qualified, and have excellent interpersonal and communication skills. Experience of working in the charity sector would be a great benefit to this role also, especially in regard to processing monthly management accounts and partially exempt quarterly VAT returns.

For a full job description please view our job vacancies page at www.ms-uk.org/jobs

This position is a part time permanent role for 32 hours per week, between Monday-Friday, days and working hours are negotiable.

Due to the nature of this role it is office based, with no opportunity for hybrid working.

The successful candidate will be required to start as soon as possible.

Salary £25,000-£28,000 per annum depending on experience.

Location Colchester, with free staff parking

MS-UK is a small national charity dedicated to empowering people with multiple sclerosis (MS) to live healthier and happier lives by improving the understanding of MS and providing support where it is needed most. We put people affected by MS at the heart of our work – that's around 130,000 people in the UK. Our team are dedicated with a passion for making a difference. We pride ourselves on offering independent, unbiased information and support so people with MS can make their own choices.

We believe that our commitment to the good health and wellbeing of all our stakeholders should extend to our staff and as such we offer a generous benefits package including 25 days annual leave (rising to 28 days with long term service), company health insurance, life insurance and income protection and cycle to work and tech scheme. We also hold regular team days and provide an environment that supports your wellbeing.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment,



sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

To apply, please send your CV, a cover letter explaining why you feel you would be suitable to take on this position highlighting your relevant experience and finance knowledge in more detail to Sarah Wright at sarah@ms-uk.org. Please note, if you do not send a cover letter, your application will not proceed any further.

Closing date: The post will remain open until we have found the right candidate.

Interviews Week commencing 09 January 2024 and thereafter