**Job Advert**

**Job Title:** \*FemaleFinance & Business Service Administrator

**Reports to:** Head of Finance and Business Services

**Working hours:** 10am-6pm (35 hours per week plus 1hr lunch) – Monday to Friday

**Contract**: Permanent

**Salary:** £22,000 Including London Weighting

**Location:** Hammersmith, West London

**Benefits:** 30 days annual leave plus public bank holidays, Workplace pension

**Purpose**

*Advance*, founded in 1998, is an award-winning charity working to tackle issues affecting women and girls. Based in London, we are a women-only organisation delivering services for women by women, those experiencing domestic violence to be safe and take back control of their lives, and those who have committed crime are supported to break the cycle of re-offending and prevent families from breaking down. Our vision is a world where all women and girls to lead safe, violence-free and equal lives, so that they are able to actively engage with society.

This post is open to female applicants only as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds.

Over 7 years ago we expanded our services to include supporting women who have committed crime with short-term offences, many of whom are also experiencing domestic abuse, to reduce or end offending, pan-London. Our goal is to divert women from the Criminal Justice System at the earliest opportunity and prevent families breaking down as a result. We believe that the criminal justice service is built for men, so it is important that a safe, woman-only service is available

**Job Summary**

We are seeking an administrative assistant to support the Business Support Unit with general office administration and some finance duties. The successful candidate will have experience in general office management and processing finance information, experienced in working across a wide range of tasks with the ability to prioritise work, and build professional relationships with individuals across the organisation.

**Closing date: 7th December 2018. Interview date: Week commencing 10th December 2018.**

**To apply**: Download the application form and Job Description from our website at <http://advancecharity.org.uk/work-for-us/>

**Completed applications should be emailed to** recruitment@advancecharity.org.uk or **posted marked ‘Private and Confidential’ to Advance, BSU Recruitment, PO Box 74643, London W6 6JU.**

For an informal conversation about this role, please contact Ms Hin Thi on 0203 395 3111.