

## Bournemouth CVS



### **Advice Officer (Charities and Voluntary Organisations)**

**37 hrs per week, NJC pt 36 starting at £30,011  
Bournemouth based with travel across Bournemouth & Poole**

The post holder will help both newly forming voluntary organisations and those well established with a range of legal and developmental issues such as governing documents, charity law and HR. The successful applicant is likely to have one or more of:-experience of working (or volunteering) with a voluntary organisation in a role supporting development; a background involving giving advice of a technical legal nature; experience of interpreting and applying legislation.

**Closing date 16 April.** Interview date 23 April 2010. This post is funded by the National Lottery through the Big Lottery Fund.

### **Finance Officer**

**25hrs per week, NJC pt 22, pro-rata of £19,621 (£13,257)**

The post holder will maintain all financial records, help with allocation of overheads, manage the payroll, and support the CEO with all aspects of financial management. This post is also responsible for office management and overseeing administration.

**Closing date 24<sup>th</sup> March.** Interview 31<sup>st</sup> March 2010

All disabled applicants who meet the minimum criteria for the job will be invited to interview, minimum criteria are detailed in pack.

For further information or an application pack contact Bournemouth CVS; Boscombe Link; 3-5 Palmerston Road; Bournemouth; BH1 4HN. Tel 01202 466130 e-mail [contactus@bournemouthcvs.org.uk](mailto:contactus@bournemouthcvs.org.uk) or download from [www.bournemouthcvs.org.uk](http://www.bournemouthcvs.org.uk) .