

The Medaille Trust is one of the largest specialist providers of safe house beds for victims of modern slavery in the UK. Founded in 2006 by a number of religious congregations in response to the plight of thousands of people who are being trafficked into the UK each year, it opened its first safe house in January 2007. It now has nine safe houses across England accommodating women, men and families, with up to 124 victims being supported every night.



MEDAILLE TRUST
REFUGEE AND FREEDOM FROM MODERN SLAVERY

FINANCE ASSISTANT

SALARY: £18,000 - £21,000 per annum
HOURS: 37.5 hours per week, part time hours will be considered
LOCATION: Head Office, Salford / home based

As the Finance Assistant you will assist the Finance Manager with completing finance tasks to ensure a smooth running Finance Team.

The post holder will administer all aspects of supplier payments, payroll system and bank and cash returns.

Relevant qualifications and experience are desirable but more important is evidence of numeracy, team working and communication skills.

This is an excellent entry level or return to work opportunity. The job holder will see all aspects of the running of a busy finance department.

Due to the nature of the post, confidentiality and discretion are of paramount importance.

Closing date:
Wednesday, 4 August 2021 at 10:00am

Interview date:
Friday, 13 August 2021

For an application pack please visit our website,
www.medaille-trust.org.uk

Strictly NO Agencies. Please note that CVs will not be accepted

