



Clinks Care Farm is an award winning social enterprise in Toft Monks, South Norfolk. Disadvantaged people use the natural environment and farming activities for therapeutic purposes, recovery and day care. We have a variety of livestock and a large market garden. Our own meat and vegetables are sold from the farm shop, through a veg box scheme, at farmers markets and other outlets.

Finance Administrator
25 hours per week (flexible)
£14989 pa

We are looking for an experienced and self-motivated finance administrator who is also able to work independently and be a strong team player.

You will provide general office administration and financial administration such as invoicing and tax returns. You will deal with telephone and email enquiries and have the ability deal with issues raised by our service users

You will have experience of XERO or a similar online accounting system and excellent IT skills.

An application form, job description and person specification can be downloaded from our website www.clinkscarefarm.org.uk. Applications can be sent to **Iris van Zon, Clinks Care Farm, Church Road Toft Monks, Beccles, NR34 0ET. Email: admin@clinkscarefarm.org**

The closing date for this post is Wednesday 15th May at 5pm. Interviews will be held in the week beginning 20th May 2019

This post is subject to a satisfactory DBS check