



# Job vacancy

## Finance and Development Coordinator

Oblong is a small charity with a passion for making life better in our community. We run volunteering and mental wellbeing programmes and manage Woodhouse Community Centre. We are looking for a thorough and flexible individual to join our staff team as Finance and Development Coordinator.

This is a finance administration role for someone who has skills and experience in managing finances and is interested in organisational development.

As the Finance and Development Coordinator you will be responsible for maintaining and reporting on Oblong's finances, managing grants, contracts and other income. The post holder will also contribute to strategic development and sustainability of the organisation.

As a member of staff at Oblong you will manage your colleagues - who will also manage you. Oblong has a flat management structure.

16 hours, permanent contract  
Salary £32,307 full time equivalent, £13,970 pro rata  
27 days paid holiday + public holidays pro rata

Closing date 23.59 Monday 20th March 2023  
Interviews held Wednesday 29th March 2023

No recruitment agencies please.

Download application packs from our website, we do not accept CV's  
<https://www.woodhousecommunitycentre.com/oblong/jobs>

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