

**Closing Date:** 19th September 2024  
**Contact:** mel@bd4communitytrust.org.uk  
**Hours:** Part-Time, 14 hours per week  
**Salary:** £27,773 pro-rated



### **Job Opportunity: Administrator and Finance Lead**

We have an exciting opportunity for a new **Administrator and Finance Lead** at BD4 Community Trust, reporting directly to the CEO. Are you passionate about finance and overseeing all aspects of human resources within a charity setting? If so, we want you to join our team on a part-time basis at our offices in the East Bowling area of Bradford.

#### **Key Responsibilities:**

- Champion and demonstrate a commitment to BD4 Community Trust's social mission and values.
- Deliver day-to-day finance administration to a high standard.
- Prepare the monthly payroll process.
- Complete monthly, quarterly, and annual financial procedures.
- Support the CEO with data protection, IT, HR, and recruitment activities.
- Provide high-quality service to all stakeholders, including BD4 Community Trust staff, trustees, volunteers, third-party suppliers, donors, and beneficiaries.

#### **Qualifications and Experience:**

- Experience in charity finance.
- Strong commitment to BD4 Community Trust's mission and values.
- Excellent organisational and administrative skills.

#### **Application Details:**

- **Closing Date:** 9am on 19th September 2024
- **Interviews:** Week commencing 23rd September 2024

If this sounds like you, please get in contact for an application.

**About BD4 Community Trust:** BD4 Community Trust (previously BD4 CIC) became a charity in July 2013. Our mission is to benefit the residents of East Bowling and the surrounding South Bradford area by advancing education and providing social welfare opportunities through recreation and training. We aim to improve the conditions of life in one of England's most deprived neighbourhoods, with a specific focus on the needs of older people (project name GEMS) and families with pre-school children (project name BD4 Family).

**Registered Office: St Johns Bowling Hub BD4 8TU / Tel. 01274 729293**  
**Registered Charity No. 1152702 Company No. 6753751**