

Invitation to apply for the role of:

Finance and Resources Officer

Position:	Finance and Resources Officer
Base:	London or Hybrid (1-2 days a week in the London co-working office)
Contract:	Permanent
Hours:	P/T 28 hours per week (0.8FTE)
Salary:	£35k (pro rata) plus generous pension contribution
Holiday:	31 working days paid holiday in each holiday year (pro-rata for part time staff), in addition to English bank and public holidays (pro-rata for part time staff).

About You

Are you a skilled finance personnel with experience of working independently or with minimal supervision? Do you have excellent interpersonal and organisational skills and enjoy working in a collaborative environment?

Do you have a good understanding of charity governance?

Do you have the motivation and determination to turn strategic goals into actionable tasks?

Are you comfortable using technology?

Are you self-directed and also a great team player?

If so, we'd love to hear from you!

About CHEM Trust:

CHEM Trust's overarching aim is to prevent human-made chemicals from causing long term damage to wildlife or humans, by ensuring that chemicals which cause such harm are substituted with safer alternatives.

We are a small, dynamic and influential environmental NGO, working mainly at the EU and UK level. We are science-based, working at the science and policy interface. We work closely with NGOs, scientists and decision-makers in the UK, across Europe and globally.

Main purpose and responsibilities

The Finance and Resources officer role is vital in ensuring the effective and timely running of our finances, our funders receive the information they need, and the team are well supported in delivering their roles.

How to Apply:

Please follow the link to complete an application form (you will also have the opportunity to upload your CV) [Finance & Resources Officer application](#)

If you would like an informal discussion about this role, please contact people@chemtrust.org

Next Steps

Closing date: Monday 6th May 2024 *We reserve the right to close this advertisement early if we receive a high volume of suitable applications.*

Interviews will be held around mid to end of May 2024