

FINANCE AND OFFICE MANAGER

£28,000 pro rata + 8% pension contribution
Part-time, 30 hours per week, based at ELGT office in Edinburgh

Closing date: Wednesday 1 May 2019, 12noon

Interview date: Thursday 9 May 2019

ELGT is looking to appoint a new Finance & Office Manager to have responsibility for the management of financial and accounting functions and to assist the Chief Executive in the smooth and efficient operation of the Trust. You will be responsible for all aspects of the administration of the Trust, whilst ensuring that the office is run cost effectively in compliance with legal obligations.

We are looking for a suitably experienced and enthusiastic self-starter, with an excellent track record of managing a modern office environment and ability to maintain all areas of responsibility, including finance, HR, IT and general administration.

To apply for the post, please complete and return an application form **by 12noon on Wednesday 1st May** to recruitment@elgt.org.uk. CVs will not be accepted.

For a job pack and further information about ELGT, please visit our website at www.elgt.org.uk or contact the Trust at: Edinburgh & Lothians Greenspace Trust, 109/11 Swanston Road, Edinburgh EH10 7DS. Tel: 0131 445 4025 or email recruitment@elgt.org.uk.

About Us:

The **Edinburgh & Lothians Greenspace Trust** is a successful and widely-respected independent charity that undertakes community-based environmental projects, working with partners to improve the quality and accessibility of greenspaces in and around Scotland's capital city. We believe that quality local greenspaces can have a positive impact on the health and well-being of individuals, particularly those living in disadvantaged areas.

ELGT generates up to £1M annually to fund and manage projects that include the creation and improvement of parks and gardens, woodlands, vacant and derelict land and cycleways, in addition to delivering programmes of community activities to support healthy living and active travel.

