



Behind Closed Doors (BCD) works with Leeds Women's Aid (LWA), Womens Health Matters (WHM) to deliver the Leeds Domestic Violence Service (LDVS).

Finance and Admin Manager

Salary: £30451 pro rata
NJC scale 26 – (actual £23044)

28 hours per week

Behind Closed Doors is seeking to appoint an experienced and talented Finance and Admin Manager. The role will ensure robust financial systems and controls, effective finance reporting, compliance with legal responsibilities, contribution to funding bids and reports, and the smooth running of all administrative responsibilities.

This appointment is permanent.

Behind Closed Doors welcomes applications from all sections of the community.

Please download an application pack from www.behind-closed-doors.org.uk and return it via email to info@behind-closed-doors.org.uk

For an informal discussion about the role please contact Ruth, ruthd@behind-closed-doors.org.uk

Closing date: 5pm Friday 26 November 2021
Applications after this time will not be considered

Interviews: wc 6 December 2021

Behind Closed Doors is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS disclosure will be required before taking up this position.