An exciting opportunity has arisen in Bradford Community Payroll, the trading arm of Community Action Bradford & District.

Finance Officer

Full Time - 35 hours per week - Office based

£24920 (NJC Band 8 SCP 17-22)

Bradford CPA Ltd provide a Payroll Bureau Service to primarily Voluntary organisations and Direct Payment clients. We also provide a payroll service to Community Interest and private companies, as well as a bookkeeping service.

We are looking for an experienced, forward thinking Finance Officer to work as part of a small team to provide effective finance support for our companies and various clients including Direct Payments service users.

They will be responsible for the delivery of effective financial processes in a high-volume environment and would be accountable to the Senior Finance Officer & Payroll & Business Manager. This is an exciting position which requires the successful candidate to have excellent organisational skills to achieve challenging deadlines.

The successful candidate must be willing to undergo a DBS check.

In return we offer a competitive salary and pension, generous holidays and excellent working conditions.

For further details or an informal conversation please contact Maya Lad, Payroll & Business Manager on 01274 787800 or email maya@bradfordcpa.co.uk

**Closing Date: 14th April 2022**

Interviews will take place week commencing 25th April 2022

Application form, Job Description and Job Specification details can be accessed here: