Hospice at Home
Carlisle and North Lakeland

Title:	**Finance Officer/Office Supervisor**
Organisation:	**Hospice at Home Carlisle and North Lakeland**
Area Covered:	**Carlisle, Eden and North Allerdale**
Salary:	**£22,132.50 per annum**
Type:	**Permanent**
Hours:	**37.5 hrs per week (Mon-Fri)**

Hospice at Home is an independent, charitable organisation committed to providing high quality patient care.

Based in our office at Dalston, this newly created position of Finance Officer/Office Supervisor will support the Finance Manager with day to day financial tasks, ensuring key department deadlines are achieved.

This role will also involve supervising other members of the finance/administration team in addition to providing financial and admin support to the Fundraising and Clinical teams within the Charity.

Hospice at Home is committed to staff development and operates a robust supervision and appraisal system.

For initial information please contact Cath Sheridan, Finance Officer 01768 210179.

For an application form and job description please contact Liz Edmondson HR & Estates Manager on 01228 608942 or at elizabeth.edmondson@hhcnl.cumbria.nhs.uk.

Closing date: 19th September 2021

Interview date: 23th September 2021