

# **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:** £11.35 per hour  
**Type:** Permanent  
**Hours:** 30 hrs per week (Mon-Fri negotiable)

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 Andrea Hardie-Knight, Finance Manager 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](mailto:elizabeth.edmondson@hhcnl.cumbria.nhs.uk).

**Closing date: 20<sup>th</sup> October 2021**