



PUBLIC NOTICE

CHILDREN & ADULT SOCIAL CARE SUPPORT SERVICES - FIXED-TERM CONTRACT VACANCIES

The Children & Adult Social Care Directorate has vacancies for an Administration Support/Receptionist and a Finance Assistant to work at Brick House. Both these posts will be for a fixed-term period of three months.

Both these posts are key in supporting the directorate in providing effective and efficient reception and administrative services; and finance functions with the assistance of the Assistant Director and Management Accountant.

Administration Support/Receptionist

Applicants should have the following qualifications and experience:

- GSCE in English Language and Mathematic at Grade C or above (applicants without a Level 2 qualification in Maths and English may still apply and can undertake a functional skills assessment as part of the recruitment process);
- Experience working in an administrative and customer focused environment would be an advantage

Applicants should have good communication and customer care skills and able to deal with customers from diverse backgrounds. They should also have proficient IT skills.

Salary for this post is at £6,631 per annum.

Finance Assistant

Applicants should have the following qualifications and experience:

- GCSE in English, Maths or Accounting at Grade C or above or equivalent (applicants without a Level 2 qualification in Maths and English may still apply and can undertake a functional skills assessment as part of the recruitment process);
- Driver's License Class A;
- Proficient in IT skills including Microsoft Applications and Access Dimensions;
- Experience working in a finance and customer focused environment

Applicants should have good organisational skills and the ability to prioritise workload to meet deadlines. They should have good communication and customer care skills, with the ability to deal with customers from diverse backgrounds.

Salary for this post is Grade B commencing at £6,722 per annum.

For further information and a copy of the job profiles for either of these two posts, interested persons should contact Mrs Victoria Kellett, Assistant Director on telephone number 22713 or e-mail: victoria.kellett@sainthelena.gov.sh

Application forms can be obtained from Corporate Human Resources and the Children & Adult Social Care Directorate and should be submitted through Directors, where applicable, to Sharina Williams, Human Resources Officer, Corporate Human Resources, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than 4pm on Tuesday 07 April 2020.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Children & Adult Social Care

24 March 2020