

is now recruiting for the following positions:

**Part-time Finance Manager**

£35,000 p.a. pro rata, plus 5% pension 7.5 hours per week

The Finance Manager will be a key member of the Senior Management Team responsible for the day to day accounting and financial management of the charity and its subsidiaries. Working closely with the Chief Executive Officer, the Finance Manager will lead on budgeting, reporting on the financial performance to management and the Finance Committee. We are looking for someone with relevant qualifications, extensive financial experience and advanced Sage & MS Excel skills with the ability to analyse, manipulate and extract data. You will need to be a hands-on Finance Manager able to work autonomously and hit the ground running.

**Counsellor/Counselling Service Co-ordinator**

£32,000 p.a. pro rata, plus 5% pension 22 hours per week

You will be expected to co-ordinate the development and operation of a counselling service specifically for adults, young carers and carers who have ended their caring role. Your role will also involve allocation of clients, clinical supervision as well as a limited number of sessions. The ideal candidate will have sound counselling experience with a good understanding of its framework

You will need to be resourceful, organised and have an understanding of the challenges and issues affecting both adults and young carers.

For full details and to download the application pack, please visit our website: www.brentcarerscentre.org.uk/jobs

Complete & return by email to: info@brentcarerscentre.org.uk or by post to:

Personnel, Brent Carers Centre, Willesden Medical Centre, 144-150 High Road

Willesden, London NW10 2PT

Closing date: **Fri 4th March 2016**

Charity Registration No: 1066691 Company Registration No: 3354038