**RAY Ceredigion Intergenerational Community Centre**

**Finance and Office Administrator post**

RAY Ceredigion is based in Aberaeron and provides activities for people from a wide range of abilities and ages. We have a Family Centre for parents and pre-schoolers, activities for primary and secondary children, activities for young adults with disabilities, a group for people with dementia and their cares and much more. Our aim is to improve the wellbeing of the most vulnerable and disadvantaged in the county. We are seeking an experienced fninancial. Office and premises administrator post to ensure all our activities run smoothly.

Please read through the Job Description and Person Specification and complete the application form, giving us as much information as possible of how your skills and experience meet our requirements. When completing the application form please make sure your responses provide evidence that matches the person specification from you past employment, education or training which clearly show the experience you will be bringing to the post.

Please complete and return the application form by post or email by the closing date of Monday 13th September t and we then intend to hold interviews on Friday 17th September Interviews will include a practical skill test using IT including excel..

If you think you have the right experience and skills for this post we would love to hear from you. Please return applications via email to deputymanager@rayceredigion.org.uk

or by post to Pengloyn, Tabernacle Street, Aberaeron, Ceredigion SA46 0BN

Thank you for your interest in the post

Executive Officer, RAY Ceredigion