



JOB ADVERTISEMENT

JOB DETAILS

Job title: 2 x Finance Administrators

Working Hours: Full-time post (36hrs a week)

Location: Minik Kardes Children's Centers in Islington and Hackney

Reports to: Head of Finance and Governance and Director

Salary: £26,000 to £31,000 (depending on experience)

Application deadline: 25th June 2023

Minik Kardes is a well-known established Early Years charity based in Hackney and Islington, our priority is to work with our families and support their children for better outcomes.

We run 3 children's centers across Islington and Hackney and have grown significantly over the last 5 years, though we have been a charity for over 30!

If you want to work for a charity that cares for and puts the child at the center, please come and join us.

We are looking to employ an Administrator who:

- Can work independently as well as part of a team.
- Has a good standard of literacy and numeracy
- Has excellent communication skills
- Is organised and has initiative.
- Has excellent Windows-based IT skills
- Is flexible and approachable.

The deadline for receipt of applications is 25th June 2023

The interview date will be the W/C 3rd July 2023

The post is subject to an enhanced DBS check. Only those short-listed will be informed of the result.

If you want to work with an established charity that is growing and cares about the future of our children, we will welcome your application!

You can request the **application pack** from Shelley Flaherty s.flaherty@mk-thefactory.org