

## Surrey Welfare Rights Unit

### Finance and Business Support Officer

We are seeking a highly motivated person to provide financial and business support to the Unit. Financial support includes supporting the Chief Officer, the Treasurer, and the Trustee Board to meet their legal and governance responsibilities. Business support includes supporting the training programme, subscribers register and office based systems so that the Unit can continue to deliver its high quality services. This person will have experience of finance systems and be able to work in a professional and cooperative way as part of a small team.

Surrey Welfare Rights Unit is a specialist welfare rights advice and training service which is a member of Citizens Advice.

Hours: 24 hours per week, work pattern to be agreed

Salary: Actual £21335 (fte: £32000)

Job packs are available by email:

[bureau@swru.org](mailto:bureau@swru.org)

Closing date: Friday 21 March 2025, 5pm

Interview date: To be notified

If you would like to discuss the role before applying, then you can contact the Chief Officer by emailing [maria.zealey@swru.org](mailto:maria.zealey@swru.org). Please include a contact telephone number.

