

St Peters House project is a registered charity which provides support to individuals and families living with HIV in Surrey. We are looking to recruit:

One x Support Services Coordinator County Wide

17.5 hours per week, c21K (pro-rotta)

To build on the development and deliver a coordinated countywide service, providing clients with access to a structured and standardised Back to Education, Training and Employment programme (BETE). To lead and implement appropriate structures for ongoing support, engagement and participation– To further assist these users in accessing additional support services.

Closing Date 14th October 2011

One x Part-time Book Keeper & Administrator

21 hrs per week £17,154 (£9,736)

You will be required to provide day to day financial & administrative support to a small team. This will include credit control function, banking reconciliation, issuing and processing invoicing and work unsupervised to 'trial balance stage. Excellent communication skills with a specific ability to organise and administrate a people focused charity. Sound knowledge of Microsoft Office and Sage 50 plus is required. Ability to work on own initiative as required

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Both roles will be essential in empowering those affected by HIV to improve health and wellbeing, integrate with the community and maintain independence

CRB at advance level will be required

To receive an information pack please contact Karen on 01737773917 extn 20 or download the details from our website: www.stpetershouse.org.uk CV's are not accepted