

Mildmay is looking to recruit a Finance Assistant reporting to the Group Head of Finance. Mildmay is a Christian International HIV Charity with an annual turnover of around £15m. Based in London, the Finance Assistant will be responsible for the UK entities for maintaining the purchase ledger, raising sales invoices, preparing payroll on spreadsheets to send to an external payroll agency, and other finance duties.

You should possess a basic understanding of accounting principles with good accuracy, attention to detail and experience of spreadsheets, e-mail and computerised accounting packages, preferably Pegasus/ Opera.

Salary £22-25k - depending on experience - (inc. London Weighting)- plus contributory pension

Closing date: Friday 19th March 2010

Interviews scheduled for 25th March 2010

Start date: late March/ early April.

For an informal discussion please call Joe Thomas, Group Head of Finance on 0207 613 6306