

## Job Advert



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**Finance Officer**

**1 year fixed term contract  
Part Time (16 hours per week)**

**£19,200 Per annum (£45,000  
FTE )**

**Based in Aylesham, Dover**

### The Role

This is an exciting opportunity to join the Aylesham Community Trust (ACT) as we progress our ambitious programme of growth and change. Our plans will unlock new types of support and opportunities for communities in the rapidly growing village of Aylesham and the surrounding areas. We are looking for a Finance Officer to help us drive our ambitious plans forward.

We are looking for someone who is a strong team player and who would enjoy the opportunity to make a significant positive impact on the local community through their working role. We believe this role would suit someone with substantial experience of financial management, preferably in the charitable sector (though this is not essential), and that can use their skills to help us to deliver our plans and develop our other trading activities and development opportunities. In return, ACT offers you the chance to become part of a friendly and hardworking team.

The purpose of this role is to ensure that the day-to-day financial activities of the charity are running smoothly and that the systems are robust and operating in line with the ACT charitable objectives, mission and strategic priorities. You will work closely with the CEO and Operations Manager to support strategic financial planning. The ability to provide financial knowledge and competency to support well-informed high level financial decisions would be an advantage.

We are looking for someone who can, ideally, be based onsite at least 1 day a week at The Aylesham Community Trust, Ackholt Road, Aylesham CT3 3AJ. However, we will consider reasonable requests for remote working.

We are offering the role on flexible terms. We welcome applications from suitably qualified candidates who want to join our payroll and/or candidates who would prefer to work as an associate with an agreed day rate.

### Other information:

This post requires the post holder to have the right to work in the UK.

If you require any assistance with the application process please call 01304 842 826  
or email [info@aylesham.org.uk](mailto:info@aylesham.org.uk)

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This role is offered on a 1 year fixed-term contract with an excellent opportunity for extension after this time. There is a probation period of 6 months.

ACT actively encourages equality and diversity, and we look to recruit across age, gender, ethnicity and background as we believe diversity makes us stronger.

**For further information:**

To download the job pack please visit [www.aylesham.org.uk/jobs](http://www.aylesham.org.uk/jobs)

**To apply:**

Please submit your CV with a cover letter explaining what you would bring to the role and any other information you feel is appropriate to [info@aylesham.org.uk](mailto:info@aylesham.org.uk)

**Closing date for applications: Wednesday 30<sup>th</sup> April 2025**

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