

Finance & Governance Support Officer

Birmingham

£20,000 - £25,000 per annum

We are seeking a highly competent Administrator to join our Finance & Governance team in a newly created Finance & Governance Support Officer post.

Supporting the Head of HR, you will provide a high quality, confidential and cost effective HR service that meets corporate objectives and customer needs. You will be equally comfortable maintaining our governance administration system (policies & procedures) that support England Athletics in meeting its legal and regulatory requirements.

In addition, the postholder will provide confidential administrative support to the CEO and the Senior Leadership team.

Previous experience in a senior administrative post will be essential.

If you think you have what it takes to be successful in this exciting and diverse new role we would love to hear from you.

Closing date for applications: Monday 3 April 2017

England Athletics is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, religion or belief.