



Making life better for blind and partially sighted people

OFFICE MANAGER

Salary £26,830 - Temporary post for 1 year, 35 hours per week.

Sight Action is a registered charity supporting visually impaired people throughout Highland and the Western Isles.

Our field work services assess, support and offer information and training to blind and partially sighted people of all ages, helping them to live as independently and as safely as possible.

We are currently looking to recruit an Office Manager for our Inverness Office on Old Perth Road.

This is a key role for an exceptionally organized and experienced person to work for our charity, this is initially a post for one year and will be subject to review.

For this role you will have a professional but friendly approach, with excellent financial management skills. You will need a sound knowledge and experience of accounting preferably for a charity and show great attention to detail. You will need excellent HR, IT, administration and communication skills. You will also be responsible for supervising administration staff.

You need to be flexible and adaptable and have the ability to prioritize your work load.

For an application pack phone 01463 233663 or email- sandra.ross@highlandsensory.org.uk

A pack can either be emailed or posted out to you.

Completed applications should then be returned to - sandra.ross@highlandsensory.co.uk

Only **completed application forms** will be considered.

For any Informal queries please contact Murray Cochrane on 07833 475649.

The closing date for applications is Wednesday 13th December 17. Short – listed applicants will be notified by the 15th December. Interviews will be held on 20th December 17.