

## **Finance and Admin Officer**

**Part time - 21 hours per week**  
**£10.50 per hour**

We are looking to recruit an enthusiastic person to join our dynamic social enterprise, working as part of our busy Finance and Admin team supporting the successful day to day operation of COPE Ltd.

The desired candidate will have excellent financial, administrative and communication skills.

For more information an application pack is available to view and download at <https://www.cope.ltd.uk/jobs> or to collect from the below address.

For an informal chat about the role please contact Louise Watson at COPE Ltd, Port Business Park, Gremista, Lerwick.

Tel: 01595 696889.

Applications returned to [louise.watson@cope.ltd.uk](mailto:louise.watson@cope.ltd.uk).

**CLOSING DATE FOR APPLICATIONS: Friday 24<sup>th</sup> May 2019**

COPE Ltd is a charity and social enterprise.