



North Kent Mind is a growing mental health charity with over 49 years' experience of providing mental health services to local people. We are looking to recruit for the following vacancies:

*Senior Administrative Officer (job share) 20 hours per week
£12,623 per annum based in Gravesend*

You will need to be an experienced administrator who works well under pressure, proactive and a good problem solver. You will have good Excel skills and the ability to lead a team.

*Assistant Finance Officer 37 hours per week £21,364 per annum
based in Dartford*

The ideal candidate will have experience of working in a busy finance environment. An AAT qualification is desirable but not essential. You will need to have good Excel skills and ideally be competent in using TAS Books or a similar package.

*Administrator, Psychological Therapies Service based in Gravesend
1 x 37 hours per week post £17,628 per annum
1 x 20 hours per week post £9,528 per annum-6 months fixed term
contract*

If you are an experienced pro active administrator, we would like to hear from you. These posts will provide a service for clients living in the Medway area of Kent. Duties will include liaising with clients and Therapists to arrange therapy sessions, taking calls from clients with general enquiries, maintaining a filing system of confidential client information. Good Excel skills are also desirable.

It would be an advantage in all of the above positions to have an understanding of the problems experienced by people with mental health issues.

*For an application pack for any of the above vacancies please email
admin@northkentmind.co.uk or go to our website: www.northkentmind.co.uk.
CV's alone will not be accepted. For further information please contact Angie
Lawrence on 01322 291380.*

Closing date for all positions is: Friday, 18th November 2016.

*North Kent Mind is striving to be an Equal Opportunities Employer
Registered Charity No. 1103790*