

## Temporary Junior Finance Officer

Length of contract: Until 31<sup>st</sup> December 2022

**Contracted hours: 25 hours per week, (working pattern to be discussed, worked between Monday-Friday)**

**Salary: £19,240 (based on 37 hours contract) £10 per hour.**

**Showroom Workstation is Sheffield's only media arts complex operating a popular independent café/bar, conference and events facility, four-screen cinema, and creative industries managed workspace.**

We are looking for a temporary Junior Finance Officer to assist in all tasks relating to the operation of the finance department. The successful candidate will work flexibly as part of a small but very busy Finance Team and will need to have a positive and proactive attitude to work, with a questioning nature, to ensure all tasks are carried out accurately and on a timely basis.

Full details of the post are contained in the full job description which is included in our job pack.

All staff receive a variety of benefits, which include cinema tickets, discounted food, company pension and staff development and training opportunities.

We are proud to be recognised as Investors in Diversity\* and have in place a positive action plan, to increase the diversity of our workforce. We therefore particularly encourage applications from people from Black, Asian, and Minority Ethnic diverse backgrounds and other diverse communities.

**Full details are in the job pack. This can be downloaded on our website:**

<http://www.showroomworkstation.org.uk/info/work-for-us> or you can email our reception team on [reception@showroomworkstation.org.uk](mailto:reception@showroomworkstation.org.uk). We're very flexible, so if you prefer you can call us on **0114 279 6511** and ask for a job pack to be sent to you, or you can pop in and say hello and collect one from us in person (Monday-Friday 8 am – 6 pm).

**Closing date for submission of completed applications: Tuesday 28<sup>th</sup> June at 12 noon.**

**Interviews: will be held week commencing 4<sup>th</sup> July 2022**

All applications must be made by completing our application form, which is contained within our job pack. We are unable to accept CV's.

Please return your completed application by email to: [reception@showroomworkstation.org.uk](mailto:reception@showroomworkstation.org.uk) or by mail or in person to: **Recruitment, Showroom Workstation, 15 Paternoster Row, Sheffield, S1 2BX**

\*<https://nationalcentrefordiversity.com/diversity-accreditations/investors-in-diversity/>



Investors  
in Diversity  
Award

Achieved.  
Valid Until  
November 2023