



Aberdeen Snowsports Centre are recruiting for the following position:-

**Office & Finance Administrator [Maternity Cover]**

**Job Purpose:** To manage all HR, Finance & administrative procedures & policies within a busy sports facility offering Snowsports & Football activities.

**Location:** Aberdeen Snowsports Centre, Garthdee Road, Aberdeen

**Job Specific Requirements:**

Essential

Candidate should ideally have previous experience in HR and accountancy/finance role preferred. Candidate should have good communication skills, be well organised, have good timekeeping skills and be able to work on own initiative. Candidate should have interest in Snowsports.

Desirable

Hold a HNC in Accountancy or similar qualification.

**Hours:** This position would suit someone who wanted to work part-time, however we could also accommodate full-time hours.

**Salary:** £20-23k per year [will be paid on pro-rata basis if only working part-time hours]

Full Job Description Available on Request.

**Apply by submitting application form.** Email [Dionne@aberdeensnowsports.com](mailto:Dionne@aberdeensnowsports.com) for application form or call 01224 810215 to have one posted out or drop by the centre to pick one up.

**Closing Date: 24<sup>th</sup> February 2012**