



New Vacancy !

Administrator - Financial (Supported Banking Service)

Due to the increased demand for our service we are now looking for an additional team member to join our busy and dedicated Supported Banking Service team.

To provide Financial Administrative support to the Supported Banking Service in making payments and ensuring clients receive a first class service and key service targets are met.

We are looking for a hardworking and enthusiastic individual with a keen eye for detail, strong finance and maths skills, exceptional IT skills inc knowledge and experience of using online banking and a range of Microsoft Office and bespoke computer software packages in a work related setting.

The successful candidate will need to be able to work in a busy environment, be an excellent timekeeper and be able to multi task effectively.

This is an exceptionally busy service 5 days a week.

Lived experience of the day to day issues facing disabled people, and an excellent working knowledge of the voluntary sector is desirable.

The successful applicant will be required to undertake an enhanced DBS disclosure and provide two satisfactory employment references.

14 hours per week (may be increased depending on future demand): 9:10am – 4:30pm, Wednesday and Thursday (incl 20-minute lunch break).

For further details, and to request an application pack, please email: melanie@disability-equality.org.uk

Recruitment timetable:

- Closing date: Thursday 11th of September 2025
- Shortlisting: Friday 12th of September 2025
- Interviews will be held on Tuesday 16th of September

Please note, where needed we reserve the right to terminate the recruitment early.

www.disability-equality.org.uk