

## **PART-TIME CHARITY ADMINISTRATOR**

Required for Anglican Charity based in Farnham

Main responsibilities include office administration, some accounting and organisation of Trustees meetings.

You should have good IT skills, be conscientious, self-motivated, discreet and committed to Church-related charity work in an international environment.

Interviews in Farnham during February 2010. Start date 1.5.10.

Further details from: The Secretary, JEMT, Hart House, 1 The Hart, Farnham,  
SURREY GU9 7HJ

[www.jmecca.org.uk](http://www.jmecca.org.uk)