



Vacancy: Admin Worker / Bookkeeper

Hours: 9.5 hours per week

Salary: £6,555 pa (FTE: £24,150)

Location: The Well, Multi-Cultural Resource Centre  
53 Niddrie Road  
Glasgow  
G42 8NT

This is a key role in the smooth running of The Well and the successful candidate will have good organizational, computer, verbal, and written communication skills, competent in using Microsoft Office and Money Manager.

After a successful trial period this is a permanent post.

If you are interested in this position, please email [rho.yar@thewell.org.uk](mailto:rho.yar@thewell.org.uk) to request the job description and application instructions.

The Closing Date is 31st May 2023

Interviews for the post will most likely be held on Friday 2nd June in the afternoon.