

# Central and South Sussex CAB

## Advice Changes Lives

Following the successful merger between Central Sussex CAB and Adur and Worthing CABx, Central and South Sussex Citizens Advice Bureau is currently seeking to recruit 2 highly motivated and experienced staff into senior positions.

### **Post 1: Business Development and Marketing Manager**

**Salary:** £30,000pa (pro rata) **Hours of Work:** 23 per week or 100 per month.

**Location:** negotiable across our 8 centers, suitable for some home working.

**Role purpose:** To build and maintain excellent working relationships with current and potential funders, to market the CAB service effectively across West Sussex and to deliver income generation and sustainability.

### **Post 2: Financial Controller:**

**Salary:** circ £5,000 pa **Hours of work:** 5/6 days per month.

**Location:** negotiable across our 8 Centres.

**Role Purpose:** To establish, monitor and communicate financial controls and information to the Trustees, CEO and the Finance and Support Services Manager of the Bureau in order that the Charity's finances are managed effectively and efficiently.

**Closing date: Friday 10<sup>th</sup> February 2012**

To request further information please speak to a member of the management team or email [recruitment@westsussexcab.org.uk](mailto:recruitment@westsussexcab.org.uk)

#### **Central and South Sussex CAB**

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Admin line 01403 261 916 Advice line 08444 771 1771

[www.centralandsouthsussexcab.org.uk](http://www.centralandsouthsussexcab.org.uk) [www.adviceguide.org.uk](http://www.adviceguide.org.uk)