

## EIL UK Applicant Information

Thank you for your interest in EIL UK and our Finance Officer vacancy.

EIL UK is a small but effective charity dedicated to delivering opportunities for people from across the world to study, live and learn together. Many of our programmes involve language and culture.

As one of the oldest hosting organisations in the world, EIL UK is a member of Federation EIL, the global network which was awarded United Nations Peace Messenger status. We also develop and deliver opportunities for young people in the UK to explore different cultures.

The post we are advertising here is key to the future success of EIL UK. Over the past few years we have been through a journey of change and developing new workstreams to support our re-focused vision. We are now looking for a Finance Officer who has an interest in our work and would like to help grow the organisation, so we can increase our offerings to participants both at home and abroad.

### **Finance Officer**

As Finance Officer, you will be responsible for the charity's financial operations and making sure that we make the most of every penny.

The deadline for applications is 9am Tuesday 31 August 2021.

Interviews will take place on Friday 3 September 2021.

If you are inspired by what we do and feel you can contribute to the future success of EIL UK, please apply for this post. To apply, please complete the application form including sections on 'reasons for applying' and 'achievements to date'.

Completed application forms should be emailed to Sue at [sue.preece@eiluk.org](mailto:sue.preece@eiluk.org) or posted to EIL UK, 17 Graham Road, Malvern, WR14 2HR, marked for the attention of Sue Preece.

If you have any queries about completing your application form, email Sue (as above) or contact her on 01684 562577 (Tuesday – Thursday).

If you decide not to apply for the post, but would like to know more about supporting our charity or hosting international visitors, please send an email to [hosting@eiluk.org](mailto:hosting@eiluk.org)