



Account / Administration Officer

4 days a week with flexible hours
£24,882 to £31,534 pro rata, depending on experience

LCCA is seeking to recruit a part-time Account/Administration Officer to manage the association account, to provide practical support and administration of the centre daily functions through wide range of social and health activities.

The applicant should have

- Account management and administrative experience in charity sectors
- Familiar with Account package QuickBooks
- Good IT skills
- Ability to write and speak English, Cantonese and Mandarin
- Good understanding of the Chinese community in London
- Be able to work on own initiative

For an application form please contact:

Lambeth Chinese Community Association
69 Stockwell Road, London SW9 9PY

Email: infolcca@msn.com Tel: 020 7733 4377

Closing Date: 31 December 2021

LCCA is an equal opportunity employer