

**Re: Post of Finance Officer**

**About Voluntary Action Coventry (VAC)**

Our organisation (VAC) supports and enables voluntary activity in Coventry, working with both individuals and voluntary and community organisations to tackle inequalities and disadvantage in the city. VAC works with people from all backgrounds including NEETS, long-term unemployed, those recovering from drug or alcohol misuse, those with mental health issues, people with learning difficulties, people with English as a second or other language, ex-offenders and individuals with low-level self-esteem and confidence. We aim to increase and better support social action and community resilience in Coventry; strengthening communities and improving quality of life for all.

We have run an accredited Volunteer Centre for 21 years and continue to provide a service that links people who want to share their time and skills with organisations that involve volunteers.

We also hold a huge range of information about voluntary, community and social enterprises (VCSE) in Coventry through our work supporting the VCSE Alliance, which we can draw on to source opportunities for clients.

**Our projects**

We run several projects including two ESF (European Social Fund) programmes that require us to prepare financial monthly, quarterly and annual reports to funders.