



GODPARENTS ANTHROPOSOPHICAL TRAINING FUND

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The Godparents Anthroposophical Training Fund (GATF) is looking for part time staff to administer the charity; flexible hours up to 50% with the view to taking on the Charity administration and bookkeeping role on the retirement of the present administrator.

We are looking for someone with excellent computer skills and pleasant phone manner with initiative and organisational and financial skills. The job will entail budgeting, bookkeeping and financial overview of the Charity. We also need someone to do the general administration of the loan accounts. Depending on the abilities of those who apply this can be one person or a job share. Knowledge of Anthroposophical training courses and Steiner Education is not essential, but would be desirable.

The office is currently based in Stourbridge. However, the future location of the office can be moved to suit the administrator's circumstances.

Start date August 2021. Open until filled.

GATF is a registered charity which gives interest free loans to students on approved vocational trainings.

For more information please email admin@gatf.org.uk