

*Sacro's Mission is to promote safe and cohesive communities by reducing conflict and offending*

**EDINBURGH CRIMINAL JUSTICE SERVICES**

**SUPPORT SERVICES ADMINISTRATOR**

35 hours per week  
Final salary pension scheme  
25 days annual leave plus 12 public holidays  
Salary: £18,321 - £19,830 per annum

This post, based at our Criminal Justice Centre in Edinburgh involves providing extensive administrative and financial support across a number of services. Duties will include management and maintenance of a range of existing systems, including databases, financial controls and maintaining records in accordance with agreed procedures, in addition to overseeing and providing secretarial support, minute taking, reception and telephone duties.

The successful applicant must be well organised and be an effective communicator within a very busy office environment; have proven literacy and numerical skills and be flexible to meet the challenging and changing needs of the services. Being educated to at least SVQ level 3 or equivalent is desirable, together with relevant experience of administrative work. Applicants must be computer literate with excellent Microsoft Word and Access database skills.

Excellent working conditions offered, including generous holiday entitlement.

An Standard Disclosure Scotland check is required for this post.

For an informal discussion please contact Simon McLean on 0131 622 7500.

For an application pack please visit Sacro's website or contact: Sacro, 23 Dalmeny Street, Edinburgh, EH6 8PG. Telephone: 0131 622 7500 or e-mail: [info@lothiancjs.sacro.org.uk](mailto:info@lothiancjs.sacro.org.uk)

**Closing Date: 9am on Monday 30 January 2012**

**Interview date: Friday 10 February 2012**



*Sacro values diversity and welcomes applications from all sections of the community*