

Table Tennis Scotland – Support and Finance Administrator

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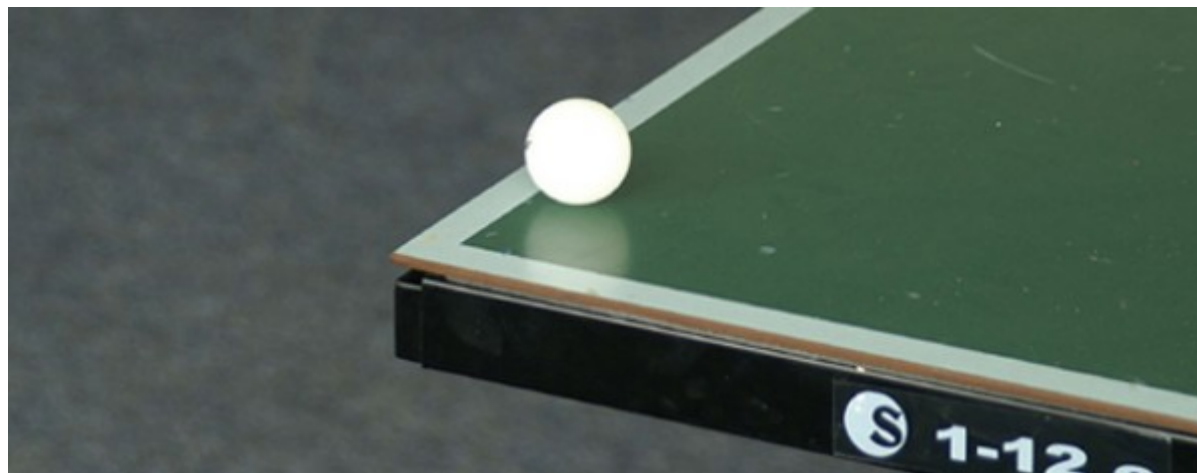


Table Tennis Scotland – Support and Finance Administrator

Salary – Circa £17,000 per Annum

Table Tennis Scotland is seeking to fill the position of full time Support and Finance Administrator.

The successful candidate will have experience in a busy office environment, Financial processes through use of SAGE software, and be able to carry out a broad range of administrative duties of behalf of the Board of Table Tennis Scotland. This is a unique and challenging role with a percentage of the hours also supporting the development and operations of Pentathlon Scotland.

The post is full-time 37.5 hours per week based in the Table Tennis Scotland office at Caledonia House, South Gyle, Edinburgh. The successful candidate will also have access to comprehensive training and support for professional development.

A job description and person specification can be [downloaded here](#) or by contacting the Table Tennis Scotland office on 0131 317 8077.

To apply for this role please write enclosing your CV for the attention of William Gibbs, Support Director, Table Tennis Scotland either by post to:

Table Tennis Scotland,
Caledonia House,
Redheughs Rigg,
South Gyle,
Edinburgh,
EH12 9DQ

Or by email to ttsadmin@btconnect.com

Closing dates for applications is **Tuesday 15th October 2013** with interviews scheduled to take place **week commencing 21st October 2013**.

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