Administration & Finance Officer

Location Sulgrave Manor
Hours of Work Part time 9 hours per week, office based/hybrid over 3 days per week.
Salary £13.50 per hour

The main purpose of this role is to provide support for the financial and administrative operation of the organisation.

Main Duties and Responsibilities

Finance

1. Processing sales and purchase invoices and payments.

2. Petty cash and cash banking.

3. Dealing with group and schools bookings and payments.

4. Helping to prepare monthly data for the Management Accounts.

Admin

1. Responding to telephone and email enquiries and distribution to appropriate team members.

2. Be responsible for maintaining, and where necessary developing, office administration systems.

3. Provide diary and meeting support.

4. Updating paperwork to meet regulatory requirements.

5. Updating contact databases.

Person Specification

Essential

Experience of administration and finance within a small office environment

Experience in using financial databases and processes, including book keeping and record keeping

Excellent computer literacy skills, including skills in Word, Excel and PowerPoint

Experience of organising/supporting events and meetings

Friendly and positive approach to work, colleagues and customers

Excellent written and verbal communication skills, and ability to respond tactfully and appropriately to enquiries from a range of individuals and/or groups

Ability to take notes at meetings and write clear, concise minutes

Desirable
Previous experience of xero accounting software

Previous experience working in the charity sector

Understanding of donor reporting requirements

Experience of working with volunteers/interns

HOW TO APPLY

To apply for the role, please email your CV and covering letter to enquiries@sulgravemanor.org.uk. The deadline for applications is noon Friday 20th November. Interviews will be held on receipt of suitable applications.

All candidates shortlisted for interview will be notified by Monday 23rd November. If you have not heard from us by that time unfortunately your application has been unsuccessful. Feedback will be available to shortlisted candidates only.