

WITHAM BOYS' BRIGADE & GIRLS' ASSOCIATION is a well-established charity based in Witham, Essex and is offering the following vacancy:

Part Time Administrative & Finance Assistant 12 hours per week.

Job Summary:

Reporting to the Programme Manager and Board of Trustees, working as part of a team you will assist with the production of day to day Accounts reconciliation, banking monies creating annual accounts for the Charity Commission as well as being responsible for updating the OBM (Online Brigade Manager) membership database. You will also assist with internal audits tasks, individual projects within the department and assist with coordinating a communication strategy via phone, voicemail, email and social media.

Salary: £ Negotiable.

Closing date for applications: NOON, FRIDAY 18th JANUARY 2019
Interviews will be scheduled for late January 2019

Witham BB is an equal opportunities employer.
Only successful applicants will be contacted.

Key Responsibilities

- Cash counting
- Invoice inputting
- Filing and archiving
- Dealing with enquiries as they come in - written and verbal
- Assisting in the production of management accounts
- Working with IT programs such as Microsoft Word, Excel and willingness to learn Google platform equivalents (Docs, Sheets & Forms)
- Assisting with internal audit tasks
- Working on individual projects as directed
- Other ad hoc finance duties.

Person Spec:

- Experience working in a related field
- Good organisational skills and time management
- Ability to communicate effectively with a wide range of stakeholders and deliver excellent customer service
- Ability to display tact and diplomacy
- Ability to work on your own initiative and as part of a team
- Ability to work in a fast-paced environment and meet deadlines
- Ability to complete essential training in relation to the position.
- Committed to Equality and Diversity

Role Spec:

- Basic financial understanding
- Good numeracy skills with analytical ability
- Excellent communication skills both written and verbal
- Cash handling and reconciliation experience
- Ability to be proactive and work on own initiative
- Excellent interpersonal skills
- Attention to detail
- Good IT skills, including Microsoft Word, Excel, Outlook email and data Input
- Commitment to equality of opportunity
- Ability to consistently deliver customer service beyond the expectations of customers and stakeholders
- Ability to work with sensitive and confidential information.

Employed, Contracted & Voluntary Workers:

- Process timesheets, collection of monies and wage information.
- Advise the Programme Manager of any matters that may affect the smooth running of the service, In particular any complaints or potential disciplinary matters concerning staff.
- Assist in actively recruiting Volunteer Workers.

Finance:

- Bank any moneys received in and maintain accurate records of these, advising the Programme Manager of any problems relating to collections of payments.
- Be responsible for recording staff absences, holidays, overtime and expenses, liaising with the Board of Trustees & Programme Manager as required.

Promotion of Service:

- As required by the Programme Manager, assist in actively promoting the service.

General:

- Carry out such other duties appropriate to post as may be required.
- The post holder is expected to be actively involved in supporting fundraising and in supporting Witham BB & CYO.
- The post may involve occasional evening or weekend work for which time off in lieu will be given.
- Carry out any other duties consistent with the responsibilities of this post as requested from time to time by the Board of Trustees & the Programme Manager.

The job description reflects the requirements of the post at the time of writing. These requirements may change over time and the job description may need to be reviewed in consultation with the post holder.

About Witham BB & CYO

The 2nd Witham Boys' Brigade & Girls' Association and Christian Youth Outreach is a charity with young people at its core. Since 1972 we have been bringing young people together through Fun, Friendship, Faith & Fullness of life.

We have a fantastic opportunity for a Finance Assistant to join our team. You will be part of an excellent team providing finance and administration support to the Programme Manager and Board of Trustees.

We are looking for a candidate with previous experience of working as an Administration & Finance Assistant

If you are able to work on your own initiative, remain accurate and efficient under pressure and want to be part of a dynamic and pioneering youth charity, we would love to hear from you.

Witham BB & CYO is a Christian Organisation, and whilst being a Christian is not an essential requirement, it is essential that anyone applying demonstrates the values and behaviours that underpin our faith.