

Finance and Office Administrator: who you are and what you'll do

Who you are

Essential experience or qualifications you'll have

- Minimum 1 years' experience of working in finance at an assistant or administrative level.
- Knowledge of standard finance processes / procedures and systems.
- Strong numeracy skills with meticulous attention to detail and a high level of accuracy.
- 5 GCSEs including Mathematics and English at Grade C/Grade 4/5 or above
- Excellent IT skills, including experience of using Microsoft Office; in particular Excel.
- Excellent and demonstrable organisational and administrative skills.
- Excellent written and verbal communication skills.

Desirable experience or qualifications for you to have

- Experience using accounts packages such as Sage, QuickBooks or Xero
- Previous experience using payroll software Sage preferred, however training will be given
- Experience of working in a not-for-profit organisation.

What you'll do

Financial administration

- Using accounting software Sage 50 to prepare sales invoices, credit control, purchase and sales ledger, and assist with month-end tasks including bank reconciliation and cash flow forecasts.
- Ensuring timely payment of invoices and expenses following regular payment schedules.
- Payroll (full training can be given).

Office administration

- Using MS Outlook calendar to set up interviews and meetings and assist managing Chief Executive's diary and speaking engagements.
- Booking international travel and accommodation for colleagues.
- Dealing with enquiries by telephone and email.
- Ordering stationary, office and computer supplies.
- Overseeing and managing the meeting room booking system, greeting visitors, and organising refreshments.
- As part of a small, friendly and informal organisation you'll have the opportunity to participate in other activities to ensure CLES successfully achieves its objectives and mission.

Communications and events support

- Providing the Head of Communications with administrative support to deliver outstanding workshops, events and conferences.
- Preparing for events using Eventbrite, Survey Monkey, Mailchimp, producing mail-merged badges and promo materials.
- Communicating with events delegates and stakeholders to ensure we deliver the best experience possible.