

John Bowley and Sherwood Almshouses is looking for a super-organised, flexible, friendly administrator to help support our Scheme Manager and Trustees.

Role: Finance and Administrative Officer – Part-time (hours to be confirmed)

Responsible to: Scheme Manager

Purpose of role: to provide high quality administrative support with a strong focus on finance administration.

Main duties and responsibilities:

- Recording financial transactions on Sage
- Reconciling bank, charge card and petty cash accounts
- Liaising with external accountants particularly in relation to preparation of the annual accounts

General administration

- Supporting the scheme manager with health and safety administration, ensuring compliance with statutory requirements
- Supporting the scheme manager with preparation and distribution of papers for quarterly trustee meetings
- Taking minutes at quarterly trustee meetings.
- Any other task required to ensure the successful delivery of the charity's objectives

For the right candidate, there is scope for this role to develop into covering more areas of housing management and to provide holiday cover for the scheme manager.

Person specification

Essential knowledge and experience

- Experience in a financial or finance- focused administrative role
- Experience of maintaining accurate financial records
- Experience of using accounting or finance software – preferably Sage
- Understanding of financial bookkeeping

Skills

- Strong excel and IT skills
- Attention to detail and accuracy
- Strong interpersonal skills
- High level of integrity and discretion when handling confidential information
- Ability to use own initiative to ensure tasks are completed
- Excellent written and verbal communication skills
- Excellent organisational and time management skills

Attributes

- Enthusiastic
- Organised

- Responsive
- Able to work flexibly
- Quick learner and willingness to learn about housing management

You will need to undergo a DBS check.

The position will be home based but you will need to attend regular meetings in Cheriton (Folkestone).