



# JOB DESCRIPTION

<b>Job Title:</b>	Administrator – one year renewable contract with 3 month trial period
<b>Overall Purpose:</b>	To provide administrative support to the SAVE team and accountant, and to manage the office administration

<b>Weekly Hours</b>	3 days per week (21 hours)
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<b>Salary</b>	£ 22,000 pro-rata
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<b>Main Duties</b>	<b>Day to Day Duties/Responsibilities</b>	<b>% of time to be spent ca.</b>
<b>Office Management:</b>	<ul style="list-style-type: none"> <li>• Provide administrative support for SAVE President, Director and team</li> <li>• Responding to enquiries by telephone, e-mail and letter or forwarding to another member of staff as appropriate</li> <li>• Support Director to ensure statutory requirements are met such as insurance policies, charity registration, accounts deadlines etc</li> <li>• Opening and distributing Post</li> <li>• Ordering stationary and buying stamps etc.</li> <li>• Supervise the work of administrative volunteers</li> <li>• Other ad hoc projects/tasks as required</li> </ul>	20%
<b>Membership/ Friends and Fundraising:</b>	<ul style="list-style-type: none"> <li>• Processing Membership/ Friend applications and renewals</li> <li>• Supporter database updates – inconjunction with Fundraising Officer</li> <li>• Helping keep our membership payment systems up to date</li> </ul>	20%
<b>Finance:</b>	<ul style="list-style-type: none"> <li>• Working with SAVE accountant recording all financial transactions and movement</li> <li>• Processing cheques and credit card payments and issuing invoices</li> <li>• Managing bank accounts, payroll and expense claims</li> <li>• Recording expenditure and income for different projects</li> <li>• Helping accountant produce end-year papers to be sent to out of house accountant</li> </ul>	40%
<b>Publications:</b>	<ul style="list-style-type: none"> <li>• Issuing invoices and dispatching publication orders</li> <li>• Stock-take publications at year end or as required</li> <li>• Management of archiving and filing duties as required</li> </ul>	15%
<b>Events:</b>	<ul style="list-style-type: none"> <li>• Support for organising and conducting events</li> </ul>	5%

**Knowledge & Skills**

- Extremely organised with administrative experience and experience of working in an office
- Helpful, friendly and flexible attitude
- Computer literate (word and excel mandatory, and knowledge of SAGE or equivalent preferable)
- Background knowledge of SAVE Britain's Heritage's work desirable but not essential



**PERSON SPECIFICATION**

**EDUCATION & EXPERIENCE**

**Essential**

**Desirable**

- Good standard of spoken and written English
- Computer literate with knowledge of standard software e.g. Microsoft Word, Excel, Outlook Express
- Basic data entry experience
- Experience of administrative support to an office or person

- Interest in and background knowledge of SAVE Britain's Heritage's work
- Knowledge of SAGE or equivalent

**SKILLS & COMPETENCIES**

- Ability to communicate effectively and confidently, verbally and in writing
- Proven ability to plan, organise and prioritise workload
- An interest in and knowledge of developments in online payment systems
- Proven experience working as an effective team member
- Resilience and enthusiasm: ability to keep motivated despite interruptions or repetitive tasks
- Ability to handle difficult enquiries sympathetically while promoting a positive, proactive image of SAVE

To apply, please send CV and covering letter to [office@savebritainsheritage.org](mailto:office@savebritainsheritage.org)

For more information please call Mike Fox, deputy director, on 020 7253 3500

The closing date for applications is Friday 29<sup>th</sup> September and interviews will be held on 5<sup>th</sup> and 6<sup>th</sup> October 2017.