

PT Finance & Office Administrator, Dartmouth

About Us

We are looking for an efficient, friendly person to join our small team who run the day to day operations of two local charities from our joint office in Dartmouth.

The friendly office team comprise of a Manager, Maintenance Administrator and Scheme Warden supported by a self employed Maintenance Person. The team carry out the governance, administration, finances, property management and support of almshouse residents. Each charity has a board of Trustees who oversee the strategic direction and who maintain overall responsibility.

For more information visit www.dartmouthtrust.org.uk & www.dartmouthunitedcharities.org.uk

Job description

Responsible to:

- the Manager of the Dartmouth Trust and Dartmouth United Charities
- the Boards of Trustees of the Dartmouth Trust and Dartmouth United Charities

Job purpose:

- You will support the Manager in the efficient administration of the 2 charities' day to day operations. A particular emphasis of the role is the day to day book keeping for both Charities using excel.

Duties:

Accounts

- Receive, check and process all purchase invoices
- Raise invoices
- Check rents receivable and follow up late payments, including chasing payments, answering queries and recommending further action to the Office Manager for outstanding debts.
- Set up bank payments to suppliers and payroll in a timely manner and ensure authorisation is received from Trustees
- Monthly bank reconciliation
- Year end, prepare any additional records/schedules for year-end and liaise with the accountants over year-end queries
- Ensure cash flow; arrange transfers to and from bank accounts to provide working capital in conjunction with Manager/Board of Trustees.
- Assist Manager with budgeting and financial planning.
- Establish best value utility contracts, and monitor payments for all electricity, gas & water contracts against properties
- Voids – setup payments for council tax and utilities on void properties
- Produce reports and attend Trustee meetings where required

General office

- Welcoming visitors to the office and responding to general enquiries in person, by phone, post and email
- Maintaining accurate records on the shared drive (we are mostly a paperless office)
- Any other general office duties as required by the manager

The job role offers an opportunity to progress to the right candidate and there may be more hours in future.

Person specification

Essential

- A calm, organised person with attention to detail
- Ability to use own initiative and to work unsupervised
- 1 year finance experience
- Educated to A level standard or equivalent
- Good working knowledge of Excel and other MS Office applications
- Excellent written communication skills
- Confident telephone manner

Desirable

- AAT Level 3 qualification
- Experience & proficiency using Accounting Software
- Managing budgets

Hours, salary and benefits

- Part-time, Permanent
- 12-16 hours per week (with potentially more hours in future)
- Flexible working – incl. option to work less hours in school holidays
- Family and dog friendly workplace
- Option to join workplace pension
- 30 days leave entitlement pro rata (inc. bank holidays)
- Free parking

Pay: £25,480-£27,300 pro-rata per year depending on experience (based on 35hr/wk FTE)

Interested?

Please ring Sarah Massey for an informal chat in the first instance 01803 835006