

Office Administrator

General particulars of post

Working hours: 14 hours per week (days flexible)

Salary: £10.50 per hour

Work place: Norwich

Duration of contract: Eight months fixed term

Period of notice: One month

Scope of the post

To provide administrative support:

- to our Finance Manager and
- to our small staff & volunteer team coordinating project delivery, supporter communications and fundraising

Line managed by the National Coordinator

Principal responsibilities

Financial administration

- Administrating expenditure including expenses claims
- Weekly bank reconciliation
- Entering expenditure and deposits on Quickbooks
- Banking deposits
- Filing expenditure, deposits and bank statements.

Project administration

- Assisting with maintaining financial and narrative records of project activity

Communications

- Assisting with funder communications including sending out fundraising materials and thanking donors
- Assisting with layout of reports, leaflets and other documents
- Assisting with the administration of our online newsletters, including layout and maintenance of subscriber database

Management Committee

- Organise meetings of our Management Committee (meets on average 4 times a year)
- Take and distribute minutes of the meetings of the Management Committee

Policies

- Maintain records of our in house policies and updating as necessary

Volunteers

- Administration of volunteer activities

Person specification

Essential skills

Experience of financial and other office administration

Strong written skills

Experience of working with Microsoft Word, Excel and Publisher (or comparative open source packages)

Experience of accountancy software such as Quickbooks

Commitment to the objectives of Banana Link

Desirable skills

Experience of working with Mailchimp and Wordpress (or comparative software)

Ability to speak French and / or Spanish

Experience of voluntary sector