

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

Weekly Hours	2-3 days per week (14-21 hours)
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Salary	£ 20,000 pro-rata
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Start Date	1 st March 2016
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Main Duties	Day to Day Duties/Responsibilities	% of time to be spent ca.
Office Management:	<ul style="list-style-type: none"> • Provide administrative support for SAVE President, Director and team • Responding to enquiries by telephone, e-mail and letter or forwarding to another member of staff as appropriate • Support Director to ensure statutory requirements are met such as insurance policies, charity registration, accounts deadlines etc • Opening and distributing Post • Ordering stationery and buying stamps etc. • Supervise the work of administrative volunteers • Other ad hoc projects/tasks as required including some booking of travel and some diary coordination for events and visits 	20%
Membership/ Friends and Fundraising:	<ul style="list-style-type: none"> • Processing Membership/ Friend applications and renewals • Helping keep our membership payment systems up to date 	20%
Finance:	<ul style="list-style-type: none"> • Working with SAVE accountant recording all financial transactions and movement using SAGE software • Processing cheques and credit card payments and issuing invoices • Managing bank accounts, payroll and expense claims • Recording expenditure and income for different projects • Helping accountant produce end-year papers to be sent to out of house accountant 	40%
Publications:	<ul style="list-style-type: none"> • Issuing invoices and dispatching publication orders • Stock-take publications at year end or as required 	15%
Events:	<ul style="list-style-type: none"> • Support for organising and conducting events 	5%

Knowledge & Skills	<ul style="list-style-type: none"> • Extremely organised with administrative experience and experience of
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- 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

	<h1>PERSON SPECIFICATION</h1>
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EDUCATION & EXPERIENCE	Essential	Desirable
	<ul style="list-style-type: none"> • A Levels or equivalent with 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 	<ul style="list-style-type: none"> • Interest in and background knowledge of SAVE Britain's Heritage's work • Ability to work with HTML • Knowledge of SAGE or equivalent
SKILLS & COMPETENCIES	<ul style="list-style-type: none"> • 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, pro-active image of SAVE 	

To apply, please send CV and covering letter to office@savebritainsheritage.org