Job title: **Office and Finance Assistant**

Reports to: HR and Operations Manager

Purpose of job: To provide support to the Society and Chief Executive, holding responsibility for Society office and finance administration.

**KEY RESPONSIBILITIES**

**Society Support**
- Be first point of contact for Society general enquiries and administer the hello@BES email
- Provide PA support to the CEO, including travel and diary management
- Act as first point of contact for all BES visitors
- Take minutes for the Board of Trustees, Finance Committee and Staff meetings
- Support the HR & Operations Officer in planning and running staff events on-premises and externally
- Support the wider Society as required on ad hoc projects

**Finance**
- Support BES staff with finance queries
- Working with the Society’s external accountant, administering day-to-day financial processes including collating invoice requests and any follow up queries raised by the accountants
- Administer fortnightly payment batches and organise a batch approval timetable
- Assist with audit queries in the lead up to, during and following the annual accounts audit work based in the Society office
- Administer the accounts@BES email and answer general queries relating to invoices
- Follow up with suppliers on unpaid invoices (debtors) and VAT invoices (creditors)
- File and archive all financial records as appropriate
- Record all income received and pay in cheques
- Seek to improve financial processes and services

**Office Administration**
- Answer all calls to the BES main line, answer queries and forward calls where necessary
- Be point of contact for general office equipment issues
JOB DESCRIPTION

▪ Manage Petty Cash and restock office amenities
▪ Oversee deliveries, post and couriers to the BES offices
▪ Manage orders of stationery and other office supplies
▪ Arrange accommodation for committee members and board when necessary
▪ Prepare meeting rooms for BES meetings and on-site events
▪ Maintain the BES Trainline, Premier Inn, Travelodge, PayPal account
▪ Seek to improve office administrative processes

PERSON SPECIFICATION

Essential
▪ At least 6 months experience working in a team supporting role or an office or customer service environment
▪ Confident customer service skills and strong attention to detail
▪ Confident organisational skills, with the ability to multitask
▪ Good team player
▪ Good time management
▪ Excellent verbal and written communication skills
▪ Flexible and willing to learn

Desirable
▪ Some financial administrative experience
▪ Some minute taking experience
▪ Bachelor’s degree

COMPETENCIES

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<tr>
<th>Competency</th>
<th>Level</th>
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<tr>
<td><strong>Teamwork</strong></td>
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<td>Working cooperatively and constructively, building good working relationships, including valuing others</td>
<td>Operational</td>
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<td><strong>Customer Focus</strong></td>
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<td>Identifying, understanding, and giving priority to meeting the needs of customers and potential customers</td>
<td>Operational</td>
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<td><strong>Commitment to Excellence</strong></td>
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<td>Sets the highest standards of performance for self and others in meeting the needs of the organisation</td>
<td>Operational</td>
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<td><strong>Continuous Improvement and Adaptability</strong></td>
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<td>Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole</td>
<td>Operational</td>
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<td><strong>Resource Planning and Management</strong></td>
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<td>Operational</td>
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<tr>
<td>Planning, using and managing BES resources effectively</td>
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<td><strong>Information Gathering and Networking</strong></td>
<td>Operational</td>
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<td>Establishing and maintaining good contacts both outside and within the organisation</td>
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