

Inspiralba Vacancy – Administration and Finance Assistant

Administration and Finance Assistant will carry out work to support Inspiralba a social enterprise providing business development, project management, networking, learning and employability activities.

JOB TITLE Administration and Finance Assistant

SALARY £9.50 per hour (21 hours per week - flexible)

LOCATION: Campbeltown (initially home working with access to office as restrictions ease).

ACCOUNTABILITY & RESPONSIBILITY

The Administration Assistant is directly accountable to: Business Support Manager

QUALIFICATIONS AND EXPERIENCE:

An ability to work well as part of a team is essential as well as being motivated and able to work well on own initiative. Experience of Word and Excel essential, and experience of office management systems desirable. A willingness to learn new systems and work to timelines is essential.

MAIN OBJECTIVES OF POST

To assist with effective office administration and finance activity to enable Inspiralba to deliver our services, providing business development, project management, networking, learning and employability activities.

PRINCIPAL DUTIES

- To support the day to day business administration and ensure all financial documentation is gathered and managed in an effective manner.
- To provide support for invoicing, payments and financial management systems.
- To gather accurate and regular management information based on the systems developed.
- To assist in the purchasing and management of consumables necessary for the business activities in a cost effective and timely manner.
- To assist from time to time with the maintenance of the website (training provided – user friendly software) and to update information when required.
- To provide assistance in preparing documentation, such as letters, reports and marketing material.
- To have a flexible attitude to work to meet the requirements of the business and to review procedural methods to ensure efficiency in the organisational paper flow.
- To adhere to Health and Safety Requirements and assist in record keeping of any incidents or accidents that occur within the Inspiralba operation.
- To answer and respond to any telephone calls made by the public and provide quality customer service.
- To carry out other such duties and responsibilities as may be required from time to time by the Line Manager.

The post holder will work as part of a team and ensure regular updates to management and wider team.

17.5 hrs per week, £9.50 per hour.

This is a short term contract for 6 months, open to applicants currently unemployed project activity with funding support from Fyne Homes and Scottish Government People and Communities Fund.

Skills and Experience:

Effective communication skills, (written, oral, numeracy, digital and presentation), Familiarity in Office 2010 – word and excel. The ability to work in a small busy social enterprise with multitasking including telephone, dealing with a range of stakeholders. Ability to work on own initiative and as part of a team.

Desirable skills.

Experience: Previous office or finance experience

For further information contact: jslater@inspiralba.org.uk

To apply please send cv and cover letter to: rmacphail@inspiralba.org.uk by 9th April, with interview on Wednesday 14th April.