

Colchester Gateway Clubs
Registered Charity No. 1063731

Job Title: Accounts & Admin Assistant

Responsible To: Operations Manager

Place of Work: Colchester

Salary: £12480 per annum (£15 per hour)

Hours: 16 hours per week

Purpose of Post:

- To maintain accounting procedures for the charity activities and services.

Main Duties:

- To work with the operational manager to carry out general admin duties to fulfil charity requirements including GDPR, health & safety, DBS checks, post, preparation of returns, etc
- To work with the operational manager and trustees with regard to charity policies.
- Liaise with the operational manager in preparing budgets, accounting and financial procedures, etc.
- Maintain and keep up to date charity records.
- Maintain accounting procedures including book keeping, cashiering, petty cash, banking, budgets, payment of invoices and bills, etc.
- Deal with general enquiries, both external and internal.
- Undertake other reasonable duties as may be required.

Essential Criteria:

- Experience in book keeping.
- Excellent communication skills, both written and oral, to engage with diverse audiences.
- Ability to work under pressure and meet deadlines.
- High level of organisational and planning ability.
- Strong IT skills and ability to analyse data.
- Ability to work independently and as part of a team.

Personal Attributes

- Commitment to the aims and objectives of Colchester Gateway Clubs.
- A positive, adaptable, and flexible approach to work.
- Professional, reliable, and able to maintain confidentiality.

Desirable Criteria:

- Experience in computer accounting software i.e. sage, xero and payroll.
- Knowledge of the charity sector.