

Sussex Heritage Trust

Office and Accounts Administrator

Sussex Heritage Trust is looking for an experienced administrator to join their busy, small team. The core responsibility of this role is to support the team with day-to-day bookkeeping and financial administration and supporting a busy office. This would include the working with our Treasurer for the migration of existing financial records from Excel spreadsheets to Xero accounts software and setting up Xero to produce invoices, take payments, perform credit control, bank reconciliations and support the production of management accounts for the board of Trustees.

In addition to a background in finance and bookkeeping, the administrator will also be responsible for running the office of the Sussex Heritage Trust. This will include answering the telephoning, running the database and membership database, doing mail outs and other general office administration.

The successful applicant will also be able to demonstrate excellent organisational and administration skills are required as well as the ability to work independently and as part of a small team. Our ideal candidate will be IT literate and be able to use a variety of software packages such as Xero, Excel, Word and Office.

We offer:

List of Duties of Office and Accounts Administrator

Sussex Heritage Trust is a registered charity established in 1977 to preserve, improve and encourage the appreciation of the architectural and natural landscape of Sussex.

The core focus of our work is to run an annual Awards scheme, which is designed to recognise and reward high quality conservation, restoration and good design of newly built projects. Alongside, education activities, campaigning work and encouraging the use of traditional skills and crafts. All this work is funded by sponsors, members, grant making bodies, fundraising activities and events.

The Trust comprises a body of 14 voluntary Trustees, our Chairman, who is Simon Knight DL and President, who is the Rt Hon Lord Egremont DL. The office is based in Chichester, West Sussex and supported by the Chief Executive Officer, Helen Reeve and administrative consultant, Katya Smith.

Key Responsibilities will be:

Accounts/Bookkeeping

1. Maintaining detailed accounting records (currently an Excel cash book and trail balance – the successful applicant would need to support the move of this system to Xero)
2. Maintaining and linking GoCardless and Worldpay.
3. Processing payments to external partners including maintaining updated records of invoices and receipts.
4. Reviewing and reconciling all accounts across Sussex Heritage Trust activity including the Awards scheme and our Events.

5. Maintenance of register of gift aid certificates including holding certificates.
6. Preparation and filing gift aid tax claims and reconciling with valid certificates.
7. Setting up and monitoring bank payments for authorisation by two Trustees.
8. Preparing, with the assistance of the Treasurer and CEO, annual budget, cash flow and financial information for grant applications

Office Management

1. Day to day running and administration of the Sussex Heritage Trust office including email, correspondence and telephone enquiries.
2. Arranging regular board meetings and Annual General Meeting including venue hire, including assisting with agendas and minute taking.
3. Updating and maintaining website using Wordpress.
4. Filing and maintaining office records.
5. Maintaining and responsible for database system, Lamplight, producing reports and lists as appropriate.

General Administration

1. Supporting the administration of fundraising events and Sussex Heritage Trust Awards scheme.

Person Specification

Experience

1. Excellent knowledge of financial software including Excel, Xero and GoCardless and Worldpay.
2. Background in bookkeeping, financial and office administration.
3. Proficiency and experience in preparing budgets, cashflows and management accounts.
4. Ability to work with database management system for instance Lamplight and excel.
5. Proficiency with Microsoft Office systems and other office systems.

Core Competencies

1. Excellent interpersonal skills with good written and oral communication.
2. The ability to juggle multiple tasks and work independently.
3. A flexible approach to work, which will entail occasional evening commitments.

Good to have

1. A background in the third sector and/or events management/fundraising.
2. An interest in the conservation and enhancement of the built and natural environment of Sussex.

Terms and Conditions

This post is part-time and will involve an average of three days' work a week (25 hours), which can be spread flexibly over 5 days (school hours). The Trust can also offer 30 days holiday which can be taken during school holidays.

The salary is £15,000 per annum.

The office location is Chichester Enterprise Centre, Terminus Road, Chichester PO19 8FY, the successful applicant would be expected to spend at least two days a week in the office with the opportunity to be home-based for the remaining hours/days.

How to Apply?

Applications are invited by Monday 22nd November. Please email a current CV and a covering letter explaining why you are interested in the job and how you meet the person specification to office@sussexheritagetrust.org.uk. The first interviews will be held at the Sussex Heritage Trust office on Friday 3rd December. Do call Helen Reeve at Sussex Heritage Trust for an informal conversation on 01243 576 524.