

Job title: **Office & Finance Assistant**

Reports to: Head of People and Operations

Purpose of job: To provide support to the Society and Chief Executive, holding responsibility for Society office operations 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 and other key meetings
- Support the HR & Operations Officer in planning and running staff events and well-being activities 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
- 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 contributor
- Consistent good time management
- Excellent verbal and written communication skills
- Flexible and willing to learn

### Desirable

- Some financial administrative experience
- Some minute taking experience
- Experience working for a charity
- Bachelor's degree

## COMPETENCIES

Competency	Level
<b>Teamwork</b> Working cooperatively and constructively, building good working relationships, including valuing others	Operational
<b>Customer Focus</b> Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Operational
<b>Commitment to Excellence</b> Sets the highest standards of performance for self and others in meeting the needs of the organisation	Operational

<b>Continuous Improvement and Adaptability</b> Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Operational
<b>Resource Planning and Management</b> Planning, using and managing BES resources effectively	Operational
<b>Information Gathering and Networking</b> Establishing and maintaining good contacts both outside and within the organisation	Operational

*This is a description of the job as it is presently constituted, and from time to time you may need to undertake work beyond what is constituted here but is reasonably reflective within the scope and seniority of your role.*

*It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. The organisation aims to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.*