

## **Administration and Membership Assistant**

Part time:	8 hours per week
Salary:	£26,500 pro rata
Contract length:	3 months
Location:	Home-based
Reporting to:	Chief Executive
Hours:	9:00 – 5:00

### **About the role**

You will be responsible for supporting administration and finance-related tasks, as well as some PA duties. This is a varied, busy role supporting a small team.

### **About you**

You will be looking for an interesting and wide-ranging temporary part-time administrative role in a small but busy organisation. You will have experience of providing first class administrative and financial support. You will be a self-starter, comfortable working in a fast-paced environment and in using and learning about different software. You will possess the skills and experience to manage your time effectively and be highly organised with strong attention to detail. Most importantly you will be personable, friendly, enthusiastic and a team player. Training will be provided on specific software, but computer literacy is essential and previous experience with Xero is an advantage.

### **About us**

We are the only collective voice for more than 90 organisations working together to improve treatment, care and support for people affected by neurological conditions. You will be joining and helping to grow a small but dynamic, ambitious and successful organisation, which, in collaboration with our member organisations, has raised the profile of neurological conditions like never before.

As an employer, The Neurological Alliance aims to attract and retain the best staff. To this end we offer the opportunity for flexible working. We all work from home with regular online

team meetings and monthly in person team meetings. Regular 1:1s as well as team meetings form an important part of our management approach and are used as a support and enabling mechanism to help you achieve your work objectives. We invest in our staff and provide opportunities for training and development.

### **About our recruitment process**

The Neurological Alliance is a Disability Confident Employer and our commitment to the scheme is reflected in our recruitment processes. We pride ourselves on being an inclusive organisation, where diversity is celebrated, recognised and rooted into all of our activities. As part of our commitment to be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, we will anonymise your CV as part of the application journey.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early. We will provide short-listed candidates with an indication of the questions to be asked at interview.

Should you need any adjustments to the recruitment process, at either application or interview, please leave a message on 01923 882 590 or email [info@neural.org.uk](mailto:info@neural.org.uk). Please get in touch if you have any further questions.

## **Administration and Communications Assistant**

### **Relationships**

- Reports to: Chief Executive
- Main relationships: Chief Executive, Administration and Membership Officer, Policy and External Affairs Manager, Communications and External Affairs Officer, Neurological Alliance members, trustees and funders, and external suppliers and public sector stakeholders.

### **Overall objectives**

- Support administrative duties and office management

#### **1. Financial activities**

- Produce invoices and process items of income, ensuring that money is received, reconciled and cheques banked promptly.
- Use Xero software to process, record and track outgoing expenditure items.
- Support the production of our management accounts and financial reporting for Trustees.
- Work with our Treasurer, Administration and Membership Officer and CEO to ensure payment runs are processed swiftly.
- Chase unpaid invoices.
- Work with our Treasurer, Administration and Membership Officer and CEO to review our financial processes.

#### **2. Membership**

- Support the Administration and Membership officer to respond to membership queries
- Work with the Administration and Membership Officer to review the membership application and renewals process.

### **General responsibilities**

- Contribute positively to team meetings, team working, member collaboration and implementation of organisational priorities
- Have empathy with our aims, goals and values and a commitment to supporting their delivery
- Take direction on projects and priorities, which may vary from time to time
- Be self-servicing and able to act on own initiative where necessary
- Be willing to develop an understanding of disability issues
- Be flexible within the broad remit of the post to meet the needs of a small organisation
- Abide by organisational policies and practices.

Please read person specification on page below.

## Person specification

<b>Experience and knowledge</b>	<b>Essential</b>	<b>Desirable</b>
A track record of success in an office-based administration role	x	
Experience of financial administration, using Xero software, and working with budgets	x	
Experience providing PA support		x
Experience in public or voluntary sector		x
<b>Skills and abilities</b>		
Excellent verbal and written communication skills	x	
Extremely organised and methodical, with the ability to cope under pressure and meet tight deadlines	x	
Demonstrable ability to multi-task and in managing work priorities unsupervised	x	
Excellent numerical skills	x	
Strong IT skills with excellent working knowledge of Microsoft Office, including Word, Excel, PowerPoint, Outlook, internet and social media.	x	
Strong attention to detail	x	
<b>Personal attributes</b>		
An interest in issues relating to people affected by neurological conditions, passion for the sector and a motivation to get things done		x
Empathy with the aims, goals and values of the charity, and a commitment to support delivery to meet these	x	
Discretion	x	
Confident, professional approach	x	
Ability to work under own initiative	x	
Able to build effective and collaborative relationships	x	