



Office & Finance Assistant

About us

Our vision is for nature and people to thrive in a world inspired by ecology.

The British Ecological Society (BES) was the first ecology society to be established anywhere in the world. We are now one of the biggest scientific societies for ecologists, with a membership of over 7,000 across 125 countries.

The successful candidate will become part of a wider staff team seeking to support the ecological community, and to excite and inspire our various audiences at a time when ecology has never been more relevant.

About you

We are seeking an enthusiastic and self-motivated individual to provide office operations and finance administrative support to the Society and to the CEO.

This is an excellent opportunity for someone interested in learning how a charity runs, with lots of scope for development.

- You will be working with a wide variety of people and you will need to be a confident communicator through phone, email, and in-person.
- You will need to have good IT skills, with knowledge of Microsoft Office, and a willingness to learn our IT processes.
- You will have some previous experience in customer service or administration, and have strong attention to detail.
- You may have some finance administrative experience, have a bachelors degree or equivalent, or have worked in a charity, however, these are not essential requirements.



About the role

Reporting to the Head of People, and with support from the Sustainability and Finance Officer, you will:

- Be the first point of contact for visitors to our office, and administer the hello@ email.
- Provide administrative support to the Chief Executive, and occasionally to Trustees, assisting with diary management and travel arrangements.
- Administer day-to-day financial processes and the accounts@ email, helping staff with their finance queries.
- Deliver fortnightly payment batches with support from our external accountant.
- Take minutes during key strategic meetings, such as the quarterly Board of Trustee meeting.
- Provide administrative support in office operations, keeping record of our facility and cleaning works, managing stationary orders, and ensuring the office is well supplied.
- Meet and greet visitors for business meetings, prepare meeting rooms where necessary, and support our in-office events.
- Contribute to our well-being activity schedule, supporting the team in organising staff outings and activities.

Applicants must have the right to live and work in the UK. Successful applicants will need to provide evidence that they have the right to live and work in the UK. The BES is unable to provide visa sponsorship and unable to hire anyone living outside the UK.



Equality and Diversity

We recognise the value in having a diverse workforce, as well as the importance of creating equal opportunities for all. We welcome and encourage applications from people of all backgrounds. We select candidates based on how well they meet the criteria for the role and are committed to ensuring that applicants are treated fairly throughout the recruitment process.

More information regarding Diversity at the BES can be found [here](#) and our Equality and Diversity work can be found [here](#).



BES Staff Benefits

- 25 days annual leave (+1 each year up to a total of 30 days), plus bank holidays and additional festive leave between Christmas and New Year
- Wellbeing programme with regular activities
- Employee Assistant Programme
- Salary sacrifice pension (Employer contribution of 8% and additional individual contribution available)
- Generous training budget (after probation)
- Cycle to work scheme (after probation)
- Season ticket loan

Hybrid Working

BES staff are based at least 3 days per week at our office near Old Street in London. We endeavour to make our new custom-designed office a relaxed environment, with a casual dress-code, ping-pong table, Nespresso machine, and regular social activities.

In July 2023 we launched an exciting trial of the '4-day Work Week', available to all interested full-time staff. Further details can be discussed at the interview stage for successfully shortlisted candidates.

Further information and to apply

Contract: Full-time, 2-year fixed-term contract

Salary: £28,500 per annum

Working pattern: Full-time 35hrs Mon-Fri (working hours during events are subject to requirement) | We are currently running a trial of the 4-day work week; staff can opt to work 32hrs over 4 days each week at no loss of salary

Location: Hybrid | We ask that staff spend at least 60% of their time at our London office

Closing date: Wednesday 24th April 2024 9:00am

Interview date: Thursday 2nd May 2024

How to apply

To apply for this vacancy, please click the green button 'Apply for this job' via our recruitment portal to submit:

- Your CV - no more than 2x A4 sides detailing your education, training and work history, as well as any relevant key skills
- A covering letter - no more than 1x A4 side explaining why you wish to undertake this role at the BES
- Your Equality and Diversity information - this voluntary information helps us to assess the diversity of our recruitment and further improve recruitment processes in future. It has no bearing on the success of your application and is not considering as part of the shortlisting process.

