

Administration and Finance Officer

Job Description

Responsibilities

- Provide Norfolk ALC office with administration and accounting support
- Act as a first point of contact for requests for advice and support to member councils.
- Maintain the Norfolk ALC accounting system and carry out day to day accounting functions, assist with production of accounts reports
- Collate and prepare LIFT funding submissions
- Represent Norfolk ALC on occasions.

What to expect

- The work is largely office based, but you'll need to travel to some events held.

Personal Skills

- Sound knowledge of financial administration is useful
- Good organisational skills are helpful
- Interpersonal skills and communication skills are needed
- IT skills (Excel, Word, Power Point and Outlook) are needed
- Familiarity with RBS accounting or similar is an advantage, though training will be given

Salary

- £14.3K or £11.00p/hr for around 25 hours per week for part time employment
- Job share would be considered