

Finance and Admin Assistant

18 hours per week

(Term time only will be considered)

Salary Range: PS5 £10,584.50 – £11,683.50 prorated

(Full Time Equivalent Salary Range £21,169 – £23,367)

Fixed term contract until 31 March 2021 (extendable subject to the continued receipt of external funding).

We are looking for an enthusiastic and organised individual to provide the Active Surrey team with both finance and administrative support. The successful candidate will work alongside colleagues to deliver both financial administration as well as supporting the wider team with general event, course and programme admin support.

Active Surrey is the lead strategic agency for sport and physical activity in the county and it is our vision to be the most active county. Our work enables everyone, even the most vulnerable, deprived or disengaged in Surrey, to lead more active and enriched lives. We deliver county wide events including the Specsavers Surrey Youth Games and the Surrey School Games.

We are looking for someone who has good organisational skills and attention to detail who has an interest or experience in financial administration. The Finance and Admin Assistant must be willing to perform routine tasks as well as undertake ad hoc project based work. Key tasks are likely to include:

- Raising purchase orders
- Managing and reconciling petty cash and credit cards
- Processing supplier invoices and customer invoicing for the organisation with good attention to detail
- Completing monthly budget reconciliations
- Supporting the Finance Manager with ad hoc tasks when required, such as collating information for budget reviews and board reports
- Providing general administrative support to the wider team including overseeing course bookings, assisting in general event support and providing admin support to the wider team.

The successful candidate will have:

- Excellent organisational skills with the ability to manage workloads and deadlines
- Accurate data entry skills with excellent attention to detail and high levels of accuracy
- Experience of basic financial procedures and competency in excel
- Broader IT skills including email, word and powerpoint
- Strong communication skills and the ability to efficiently communicate with colleagues at all levels
- Experience of providing excellent customer service
- Integrity with the ability to handle confidential and sensitive information.
- A fun, positive and engaged professional who demonstrates initiative and a proactive approach.

Active Surrey, part of the national Active Partnerships (AP) Network, is a not for-profit organisation, hosted by Surrey County Council and based at Active Surrey's office in Woking.

We are committed to achieving greater diversity in our team and encourage applicants from all backgrounds; we particularly welcome applications from disabled people and from black, Asian and minority ethnic people, who are under-represented in our workforce.

Whilst this role is advertised as part time and there is flexibility for the right candidate for this to be offered on a term time only basis. We offer 24 days annual leave for full time staff (pro rata for part time staff), local government salary-related pension, discounted child care vouchers as well as the option to join the car lease scheme. For more information on staff benefits, please visit <http://ow.ly/MyZB30j73To>

To view the role profile and to apply, please visit <http://www.activesurrey.com/about-us/jobs-in-sport>

Applications close at 11.59pm 29th January 2020. Interviews will take place on 11th February 2020.