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| **Job title:** Project and Accounts Administrator | **Hours per week**:  37.5 | **Salary**: £20,500 per annum  plus pension |
| **Responsible to**: Project Manager |
| As Down to Earth continues to grow both in its positive impact on communities and scale of operation, we are looking for a talented and committed Project and Accounts Administrator to support our vision. The Administrator will be responsible for our new Active Inclusion Fund project as well as wider organisational administration at our award-winning social enterprise.  **Contract duration:** Initially a 14 month contract. We are confident of offering a much longer career opportunity to the right person as we continue to grow and scale our approach across Wales.  **Working hours and location:** We expect the 37.5 hours to be worked between 8.30am to 4.30pm, 5 days a week. The position will be based mainly at our Murton site (SA3 3AP) with some work at our Cilibion site (SA3 1BG). Due to the relatively remote location and multiple venues, you’ll need to have access to a vehicle for the role. | | |
| **Roles and responsibilities**  **Project and Accounts Administration**   * Supporting the delivery and management team with all administrative tasks relating to the project and maintaining project folders, project boards and records. * Database input and maintenance. * Assist in grant claims and collating supporting documentation. * Maintaining training records and managing training/renewals for the team and timesheets. * Supporting the Office Manager with financial tasks using Xero software. This will include processing both Sales and Purchase invoices and expense claims. * Procurement of project equipment/materials * All office tasks such as answering the phone, managing enquiries, keeping office and training room environments well organised and efficient. * Monitoring booking systems and staffing systems including managing shared calendars within Office 365 to ensure smooth running of project. | | |
| **Person specification**  The ideal person will have both administrative and book-keeping experience, be able to manage their time efficiently and be comfortable working both in a busy office environment and on their own. The ideal person will be flexible, pro active and prepared to take on a wide range of tasks including revising existing systems or designing new systems when a need is identified. Strong ICT skills are required.  Down to Earth uses on-line platforms such as Office 365, Xero and Papertrail. In addition to being very comfortable with Excel, we would expect the ideal person to be at ease with using a range of digital/cloud platforms.  Desirable but not essential:   * Familiarity with Xero (book-keeping/accounting software) * Welsh speaker. | | |
| **Application information:**  Submit CV with completed application form to [jobs@downtoearthproject.org.uk](mailto:jobs@downtoearthproject.org.uk)  **Deadline for applications:** 6pm on Sunday 22nd September 2019.  **Interview date:** Tuesday 1st October 2019 **Start date**: Monday 4th November 2019 | | |