

West Hill Village Hall Registered Charity No 1160370

Job Title: Finance and Administration Officer

Salary: £7,385 per annum (subject to review April 2025)

Hours: 10 hours a week, used flexibly to meet the requirements of the role, plus attendance at committee meetings in person (circa 5 pa)

Location: Home based, with attendance at the hall as required

West Hill Village Hall is a registered charity that provides facilities for West Hill Primary School and Preschool, as well as many other groups and organisations offering recreational and other leisure time pursuits. We have an opportunity for a Finance and Administration Officer to join us. This permanent position is well suited to an individual that wants to take on a role working as a key part of the village hall committee, providing a much-valued service to our local community.

Key Responsibilities include:

- Oversee all financial aspects of the charity (including payment of invoices, regular financial reporting, liaising with third party suppliers etc) on behalf of the Trustees, supporting their decision making.
- Assist Trustees to ensure they fulfil their duties and responsibilities for the proper financial governance of the charity.
- Manage all bookings taken for the village hall and ensure all the correct supporting documentation is in place.
- Provide a professional, polite and timely service to the hall's regular and one-off users and the village hall committee.
- Ensure all records are used and stored in accordance with GDPR.

Requirements:

- Flexibility to work as and when the role requires
- Polite and articulate, with good customer service and people skills
- Strong organisational skills
- Experience of using SAGE accounting software or similar
- Able to create and manage a financial budget/forecast
- Experience with using Microsoft Excel and Word

For more information and a detailed job description, please contact either:

Colin Veale – Chairman T: 01404 813830 / colinveale@btinternet.com

Sarah Woolfries – Current Finance and Administration Officer T: 01404 814216 / sarah.woolfries@btinternet.com