

Job Title: Finance, IT and Administration Assistant

Reporting to: Office Manager

The Prince's Regeneration Trust works with communities throughout the United Kingdom. We aim to ensure that important buildings at risk of demolition or decay are preserved, regenerated and re-used.

We are looking for an enthusiastic and organised administrator to support our Finance Director and Office Manger and to contribute to the work of the organisation.

Responsibilities:

Finance

- Processing of sales and purchase ledger transactions
- Processing of all transactions onto the accounting system (nominal ledger)
- Calculating and processing accruals and prepayments
- Monthly bank account and credit card reconciliations
- Preparing BACS and cheque payment runs
- Preparing VAT returns
- Chasing and processing expense/ credit card claims
- Processing gift aid claims and maintaining fundraising spreadsheets
- Supporting the Finance Director on year-end accounts preparation and liaison with auditors
- Chasing outstanding debtors

IT

- Ensuring daily back-up of IT system
- Being first point of contact for IT issues and liaising with the IT provider to ensure that issues are satisfactorily resolved
- Maintaining and developing the Project Minder (staff time recording) system
- Analysing data from the Project Minder system

Administration

- Liaising with office contracts e.g. cleaning, waste collection, recycling, mobile telephones and utilities and acting as first point of contact for such suppliers
- Monitoring and ordering of stationery
- Monitoring and purchasing of kitchen and cleaning supplies
- Monitoring of contacts database to ensure it is up-to-date
- Monitoring subscriptions
- Handling outgoing post
- Providing administrative support to other members of the team when required, including undertaking mail merges and assisting with events

Skills and experience required:

We are a small team dealing with a wide range of issues at any one time so we value a flexible approach to work, ability to multi-task, and a willingness to work co-operatively with people from a wide range of backgrounds.

- Finance-processing experience (covering all aspects mentioned above)
- Experience of working with one or several of the main accounting software packages (preferably Exchequer)
- Good knowledge of Microsoft Office software, Windows and internet; and generally comfortable dealing with basic IT issues/ liaising with IT contractors
- Office administration experience
- Educated to A-level or equivalent. A degree or other qualification in a relevant area would be an advantage but is not essential.
- Excellent attention to detail
- Enthusiastic and hardworking
- Reliable, professional, calm under pressure
- Ability to work with minimal supervision, confident and with good organisational skills.
- Clear communication skills, written and verbal, and able to liaise with people at all levels.

Additional Information:

Hours of Work:	37.5-hour week, (Mon-Fri 9am-5.30pm)
Location:	The Prince's Regeneration Trust offices in Buckingham Palace Road, subject to the Trust's terms and conditions of appointment
Paid Leave:	25 days (3 of which must be taken over the Christmas and New Year holiday period) in addition to public holidays and any discretionary days as may be offered by the Trust to all staff
Pension:	The Trust will match an individual's contribution of 5% into their own personal pension up to a maximum of 10% of gross annual salary, following completion of a probationary period.
Start Date:	Immediate

To apply, please email CV and cover letter to Recruitment@princescharities-cs.org

Closing date Monday 6th February 2012

Please let us know if you require any reasonable adjustments due to a disability to assist you in completing your application and/or participating in a selection test or attending an interview in the event that you are short-listed.

Further information on the Trust can be found on our website www.princes-regeneration.org.

“Personally I am not prepared to sit back and see this great legacy of historic buildings needlessly squandered, especially as, with a little imagination, they can become real assets to their local communities, offering job opportunities and focus for local regeneration schemes.”

— HRH The Prince of Wales