

Finance and Admin Assistant, Sudbury Gasworks, Derbyshire

Job Details

Job Title:	Finance and Admin Assistant
Salary:	£10/hr for 1 day/week
Contract Length:	Fixed term contract until September 2023
Responsible to:	Board of trustees - Sudbury Gasworks Restoration Trust Ltd (SGRT)
Location:	Office in Sudbury, Derbyshire, with occasional home working

Background

SGRT was incorporated as a Company Limited by Guarantee in February 2014. In April 2015, it received charitable status and has since been operating as a Building Preservation Trust. The Trust has six Directors and over twenty active volunteers.

Sudbury Gasworks was built in 1874. Attributed to George Devey, the building is Grade II listed and has been on the District Council's risk register for over 25 years.

In December 2019, SGRT were awarded a £1.4m National Lottery Heritage Fund grant to restore and develop the building to create a space for the local community. The project, 'Rescuing and Restoring Sudbury Gasworks' has now commenced, with additional match funding in place from others including the Pilgrim Trust, The Association for Industrial Archaeology, the Historic Houses Foundation and the Derbyshire Dales CVS.

Sudbury Gasworks, which is expected to open by the end of 2021, will be used for a variety of purposes; meeting the twin aims of providing community benefits and creating income streams to support the ongoing maintenance of the site. A part time Gasworks Manager will be appointed by May 2020 and they will be responsible for the day to day operations.

A freelance Project Manager has been commissioned by SGRT to oversee the capital works phase of the project (for approx. one day/week until the building opens) and, alongside the Gasworks Manager, they will be key points of contact for the Finance and Admin Assistant.

Please note that SGRT also welcome applications from those who wish to work flexibly and hours can be negotiable for the right candidate.

For further information, please visit SGRT's website: www.sudburygasworks.com

Purpose of the Job

Sudbury Gasworks is to be re-developed during 2020/21. Sitting at the heart of Sudbury Parish, the venue will offer a drop-in heritage space, a large circular hall (to accommodate hires and weddings), an exciting activities programme for all and landscaped grounds and parking.

Sudbury Gasworks Restoration Trust is now seeking an experienced and efficient Finance and Admin Assistant.

The post holder will support the SGRT trustees and wider project team with financial administration, budget management, HR management and secretarial duties. On occasion, the post holder will also be required to offer a friendly and helpful welcome to visitors and users.

Main Duties and Responsibilities

1. Office and Project Team Support

Working closely with the Gasworks Manager and lead trustees, the post holder will:

- Answer general enquiries; redirect as appropriate.
- Produce a range of documents, including letters and posters, following Brand Guidelines (to be developed) to a good standard of presentation by required deadlines.
- Compile a quarterly newsletter.
- Collect, process and input data into SGRT's contact database, ensuring accuracy, confidentiality, and security of data and compliance with statutory requirements.
- Manage block mail-outs.
- Organise and minute meetings, where appropriate. Provide summarised minutes within two weeks of a meeting.
- Maintain record keeping systems for documenting and monitoring service processes (e.g. booking systems) to ensure that relevant updates and reviews take place in a timely fashion.
- Assist the Gasworks Manager with managing the bookings system.
- Undertake general clerical and administrative tasks to support the organisation as required (e.g. post, filing, processes, photocopying, scanning).

2. Financial Support

- Process financial tasks within the team, including raising invoices and receipting goods.
- Provide budgetary and statistical information.
- Administer grants, payments and transactions (e.g. volunteer claim forms and travel expenses).
- Submit the monthly VAT return.

3. Teamwork

Be an effective team member by:

- Supporting the recruitment, induction and learning of volunteers, as required.
- Applying knowledge and feedback from others to contribute to organisational improvements.
- Attending and participating in meetings, as required.

Additional Information

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and ensure that agreed safety procedures are carried out.

Information

The fixed term contract duration is until September 2023. The role requires flexibility and it will be necessary to work some weekends and evenings.

Please note that SGRT also welcome applications from those who wish to work flexibly and hours can be negotiable for the right candidate.

The General Data Protection Regulations (2016/679) apply. The postholder will be required to process and/or use information held on a computer in a fair and lawful way. He/she will also be required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Application Process

To apply please provide the following:

- A detailed CV
- A personal statement, detailing expertise and experience in relation to the Person Specification and Job Description
- Details for two references

Please email the Project Manager, Lucy Godfrey (details below), by 5pm on Thursday 9th April with this information. Interviews are expected to be held in Sudbury during the week commencing the 20th April - likely to be the 24th April.

For any queries and questions, please contact Lucy:

Lucy Godfrey

07793117285

Lucy.godfrey@rocketmail.com

Cont.

Person Specification

Requirement	Essential	Desirable
Experience: A minimum of one-year of administrative experience.		X
Front line service (telephone/visitor) experience.		X
Experience of MS Office applications and the Internet, including Word, Excel and Outlook.	X	
Experience of working with volunteers.		X
Experience of handling data and statistics.		X
Experience of working effectively to deadlines.	X	
Experience of working with a Board of Trustees.		X
Knowledge, skills and abilities:		
The ability to work with high levels of tact, confidentiality and discretion.	X	
Excellent ICT skills.	X	
Methodical and organised approach to tasks, with an eye for detail.		X
Proven commitment to equality and diversity.	X	
Understanding of the challenges of working within historic buildings.		X
Ability to take initiative, identify priorities and balance competing demands.		X
Ability to produce accurate summaries of meetings, events and conversations.	X	
Other: Commitment to continuous personal development.	X	
Willingness to work flexibly according to the needs of the organisation, including occasional work outside core hours.	X	
Interest in Sudbury Gasworks and a willingness to learn about new initiatives.		X