

Finance and Administrative Support Officer

About the Job

BMKALC are looking to expand the team. We need support for our finance and administration needs. We currently use QuickBooks, standard Microsoft Applications and our online Business Management system based on a WordPress platform.

This role would suit a methodical and reliable individual with a background in finance and administration. You will need to love working with people whilst maintaining discretion and always being professional. You will be supporting the CEO and the Events Manager both in the office and occasionally at our training or seminar events.

Your duties will include:

- Supporting the financial administration of BMKALC using QuickBooks.
- Processing purchase and sales ledger invoices.
- Chasing outstanding payments and reconciling monthly bank statements.
- Supporting the CEO and Exec Board with internet banking payments, audit preparation, and year-end closedown.
- Preparing agendas and supporting documents for meetings.
- Attending up to 2 evening events per month (Tuesdays), taking minutes and following up on actions.
- Providing administrative support including post, handling, calls, emails, and document management.
- Supporting the Events Manager in preparation for Events, reception and engagement with delegates, follow up activities

This role offers development opportunities and may evolve to include additional responsibilities over time.

Part Time 15hrs per week – Tuesday, Wednesday & Friday 9.30am – 2.30pm

Salary: £13.91 p/h (SCP 10) – £14.60 p/h (SCP 13) depending on experience