



**Title:** Finance Administrator Placement

**Reports To:** People First Manager

**Location:** BS3 2JH

**Company Profile:** We are Great Western Air Ambulance Charity, dedicated to keeping an air ambulance flying and a critical care service running across Bristol, North Somerset, Bath & North East Somerset, South Gloucestershire, Gloucestershire and parts of Wiltshire. From fundraisers to highly skilled paramedics and senior consultants, we are a team, working to save lives that would otherwise be lost. The job is high pressure, but it is deeply satisfying, and every member of the team is committed to this service, and to saving as many lives as we can.

**Job Summary:** The Finance Administrator will assist the Fundraising Administrator in looking after our donors and supporting the whole team through the administration of the charity's financial procedures and providing a general administrative and reception service. The post holder will work closely with the Fundraising, Communications and Marketing, and Finance and ICT teams, volunteers and other key stakeholders to ensure that the charity runs smoothly.

**Hours of work:** 25 hours a week.

**Duration:** 6 months (as part of Kickstart initiative)

**Major Areas of Responsibility:**

*Administration*

- Provide a welcoming reception service for our supporters and stakeholders, including answering incoming calls and emails, dealing with incoming and outgoing post and greeting and visitors.
- Under guidance of the People First Manager, to provide comprehensive administrative support to the office, to include coordination between Fundraising and Finance Teams.
- Support the team with tasks appropriate to your skills and expertise, likely to include financial data input with scope to analyse data and assist with the production of financial reports.
- After training maintain accurate records on relevant systems and ensure record keeping is accurate.

*Merchandise*

- Assist with processing and auditing of merchandise.

*Collection tins*

- Assist in the processing of finances from collection tins.
- With training, maintain accurate records of collection tin locations and ensure the donations are accurately applied.

**Working relationships, contacts and expectations**

- Support other members of the charity team with work after appropriate training and under guidance.
- Ensure all organisational policies and procedures and external regulations (including data protection and fundraising practices) are adhered to.
- Maintain an appropriate level of confidentiality at all times.

## Required Knowledge, Skills and Abilities



### *Essential:*

- Experience in an office environment or customer service
- Willing to learn and use Microsoft Word, Outlook, Excel and databases
- A good level of general education including English and numeracy skills
- Ability to write professional emails and letters
- Excellent attention to detail
- Able to communicate at appropriate levels with a wide range of people
- Ability to develop ability to recognise which tasks need to be completed first.
- Ability to work as part of a team
- Demonstrate a can do attitude, being willing to work flexibly

### *Desirable:*

- Experience of working with finances or cash handling procedures.
- Experience working in a charity
- Working knowledge of confidentiality and data protection requirements

### *Benefits (why join GWAAC):*

- Work in a fast paced, growing charity
- Opportunity to use your talent to make a real difference
- Play a part in growing our income so we can save more lives
- Awesome, collaborative work environment, with a fantastic team culture