



## **Finance and Administration Assistant**

Job grading / salary scale: 1 (£18,995-22,222)

Hours of work: 28 hours per week

Reporting to: Head of Development

Office based - central Bristol office

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Frank Water is an international development charity and wholly owned trading subsidiary, working domestically in the UK as well as overseas in India and Nepal, with a vision of a future where everyone, everywhere has access to resilient water resources for generations to come.

Frank Water is seeking to appoint a part time Finance and Administration Assistant to a permanent contract, joining a small, passionate team.

This role will report to the Head of Development, and will work closely with the Fundraising and Communications team, Programmes team and Social Enterprise (CIC) team.

### **Purpose:**

The purpose of this role is:

- to support the organisation with financial administration
- to administratively support team members to achieve targets and build relationships
- to minute all meetings; and
- to direct any queries to appropriate team members, or provide answers.

You will be proactive, organised, and a great communicator with strong attention to detail. You will be interested in supporting team members and be process driven. You will possess a self-motivated, tenacious, and can-do attitude.

It is essential you have a passion for our cause and a desire to develop an understanding of all aspects of our work.

### **Key responsibilities and duties**

Financial:

- Record income
- Process invoices and follow up with customers, suppliers and partners as needed
- Reconcile income and expenditure
- Support monthly payroll
- Provide administrative support during budget preparation
- Support with project cost control and monitoring
- Claim gift aid
- Work closely with the external Finance Manager
- Liaise with external accountants and auditors

Administrational:

- Minute meetings
- Send out bottle orders
- Support team members across the organisation with administrative tasks as required
- Database support, including data entry and running queries



- Manage office stationery and equipment
- Manage stock
- To contribute to key organisational priorities and other tasks as required

### **Person Specification**

#### Essential:

- Previous work experience as a Finance Assistant, Finance Officer or similar role
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g. QuickBooks)
- Organisational and time-management skills
- Attention to detail, with an ability to spot numerical errors
- Confident when speaking on the phone, and in making outbound calls
- Being an excellent team player who can work on your own initiative to plan and manage your workload
- Ability to develop strong relationships both internally and externally
- Willingness and ability to work within a small organisation within a predominantly part time staff team operating from an open-plan office environment.

If you feel you have the interest and skills to successfully undertake this role, then we want to hear from you.

To discuss the role, please email [kalcott@frankwater.com](mailto:kalcott@frankwater.com)

To apply, please send a CV and covering letter outlining why you wish to be considered for this role, with the email subject: Fundraising and Administration Assistant to **[kalcott@frankwater.com](mailto:kalcott@frankwater.com) by 10am Monday 9th January.**

Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. An early application is therefore strongly advised.