



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

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

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 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.