

# Finance and Office Administrator

Cotswolds Conservation Board based at  
the Cotswolds Discovery Centre,  
Northleach

Permanent contract  
37 hours a week, normally Monday to Friday,  
£15,619 to £16,899



## Applications for a job share will be considered.\*

An exciting opportunity to be part of a team working to conserve and enhance the natural beauty and increase the understanding and enjoyment of the Cotswolds Area of Outstanding Natural Beauty (AONB).

We are currently seeking to appoint an enthusiastic Finance and Office Administrator to join our hardworking and friendly team at the Cotswolds Conservation Board.

The successful candidate will play a key role in the effective administration of the Board. We are therefore seeking a self-reliant person who also works well as part of a team to support the Finance and Office Manager in fulfilling their duties.

You will be the first port of call for visitors to the Board's Offices and act as receptionist, welcoming visitors and answering and responding appropriately to telephone and email communications.

You will be flexible and able to respond to the significant peaks and troughs in the Board's workload. In addition to daily administrative tasks such as dealing with mail, updating databases and inputting financial information, you will also be required to respond to ad-hoc requests and tasks.

You may be required to carry out other duties, commensurate with your level of responsibility and may need to occasionally travel locally to do so.

## Key Roles and Responsibilities

- Telephone answering and reception service
- Accurate input of data into Microsoft Excel, online banking and accounting software
- Uploading files to our websites
- Assist in the organisation and running of major meetings
- Process payments, issue invoices and administer the Board's charge cards
- Provide general administrative support and guidance to staff
- Support the Finance and Office Manager in the administration of paperwork for the Board's four sub-committees.

If you are interested in applying for this role please visit [www.cotswoldsaonb.org.uk/jobs](http://www.cotswoldsaonb.org.uk/jobs). If you have any questions regarding the role please contact Anna Clarke, Finance and Office Manager; [anna.clarke@cotswoldsaonb.org.uk](mailto:anna.clarke@cotswoldsaonb.org.uk).

The closing date for applications is **Noon on Friday 2<sup>nd</sup> February** and interviews are scheduled for Friday 9<sup>th</sup> February, with the post commencing as soon as possible thereafter.

\* Job share would be based on working full days split out between 2 and 3 days.