

## Accounts and Office Administrator

An exciting opportunity has arisen for an enthusiastic, self-motivated, and committed individual to join the Staff Team as an all-round administrator to help with a wide variety of tasks in our office.

### The Job:

To assist with bookings and enquiries for groups using Sizewell Hall.

To administrate the book-keeping for Sizewell Hall using Xero accounting software.

### The Person:

- Commitment to the aims and Christian Ethos of Sizewell Hall.
- Excellent interpersonal and communication skills.
- Build rapport with people quickly and deal with complaints and misunderstandings in a calm and effective manner.
- Professional attitude and appearance.
- Strong organizational and time management skills.
- Ability to multi task and think creatively.
- Understand simple book-keeping and accounting.
- Thorough understanding of computer software, browsers, and operating systems (ability to use Xero an advantage though training will be given).
- Confidence, being proactive and having a can-do attitude will be a definite plus.

### Salary and Working Hours:

- Working hours are part-time 9:00am-1:30pm 5 days a week. Willing to participate in the on-call rota when guests are using the Hall.
- The salary is in the range of £10800-£13,800 (i.e. £18,000 – 23,000 FTE)

For more information, a job description and person specification please contact Zania van Schalkwyk at [zania@sizewellhall.org.uk](mailto:zania@sizewellhall.org.uk)

Applicants are invited through the submission of a CV and accompanying letter stating how the applicant meets the job description and person specification. Completed applications must be submitted to Zania van Schalkwyk at [zania@sizewellhall.org.uk](mailto:zania@sizewellhall.org.uk) by 19 November 2021

---