



Finance and Admin Assistant

Salary - £23,520

Hours - 7.5 hours per day with flexibility of hours available. Core office hours are 9.30am – 4pm

Contract - Permanent

Location - Office-based, 64 Caerau Road, Newport

General Administration

- Keeping personnel databases and records up to date.
- Supporting others to complete the administrative aspects of DBS applications.
- Collating records and documents for works to church buildings and supporting others to upload information onto an online system.
- Design flyers and posters for church events and campaigns.
- Updating church websites so that times and contact details are up to date.
- Administrative support with insurance policies.
- Collating records for charity commission administration.

Finance Support

- Data entry and downloading reports in finance software.
- Supporting others to enter information in the finance software.
- Completing or supporting others to complete Gift Aid applications.
- Provide practical support in setting up contactless/digital giving.
- Collating, coordinating, or entering information for grant applications.
- Researching contracts for energy suppliers, photocopiers etc.
- Bulk ordering items.

Skills required:

- Good team player.
- Excellent people skills, welcoming to visitors and with a pleasant manner.
- Good organizational, administration and time-management skills.
- Good understanding and experience of data entry for finance software.
- Confident with a range of Microsoft IT packages including word, excel and outlook.
- Ability to learn other IT programs such as Mailchimp, Canva, Doodle poll and SharePoint.

