

Administration Assistant

Cotswolds Conservation Board based at
the Cotswolds Discovery Centre,
Northleach

Permanent contract
37 hours a week, normally Monday to Friday,
£14,906 - £16,584



A superb 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 and conscientious Administrative Assistant 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 Administration Officer 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 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 Administration Officer in the administration of paperwork for the Board's four sub-committees.

If you are interested in applying for this stimulating and rewarding role please visit www.cotswoldsaonb.org.uk/jobs or request information from Sharon or Raphael on Tel: 01451 862000,

The closing date for applications is **Noon on Thursday 9th March** and interviews are scheduled for Monday 13th March, with the post commencing as soon as possible thereafter.