



## Administrative and Financial Assistant Vacancy

- Job Title:** Administrative and Financial Assistant
- Location:** Earthworks, Hixberry Lane, St Albans, Hertfordshire, AL4 0TZ
- Salary:** £20,000pa pro rata (£8,571pa) and generous employer pension contribution
- Duration:** 1 year fixed term contract
- Hours:** 15 hours per week over 3-5 days
- Holiday Allowance:** Pro rata equivalent to full-time allowance of 25 days/year and UK Bank/Public Holidays

**How to apply:** full application pack available from <http://www.earthworksstalbens.co.uk/get-involved/recruitment/>

### About Earthworks

Earthworks St. Albans is a registered charity that offers social and therapeutic horticulture and other nature-based activities for Earthworkers, adults with a learning disability. Earthworkers, volunteers and staff learn and work together to develop and maintain 3.5 acres of eco-gardens, with a focus on environmental sustainability, organic horticulture and traditional countryside skills.

### About the role

This new role is designed to support Earthworks by providing effective and efficient administrative support across all areas of operations, with a particular focus on financial administration.

Key responsibilities include:

- Banking and financial record keeping, including the use of SAGE 50 accounting software
- Communications monitoring (email, telephone, post)
- Record keeping in line with data protection regulations
- Company and charity administration

### About you

We look for energy, integrity, honesty and the utmost professionalism in individuals who join our team. In this role we are looking for a highly organised team-player with excellent communication skills and previous experience in an administrative or finance role to help build on the strengths of our team.

Earthworks St Albans is committed to equality in the workplace and positively encourages applications from appropriately qualified and experienced candidates, regardless of age, sex, race, religion or belief, disability, sexual orientation, gender reassignment, marital/civil partnership status, or pregnancy and maternity.

Recruitment is subject to satisfactory references, right to work in the UK, enhanced DBS check and barred list checks.

**The closing date for applications is 9:00am Monday 23<sup>rd</sup> August 2021**

**Full job description, person specification, application form and privacy notice are available on our website:**

<http://www.earthworksstalbens.co.uk/get-involved/recruitment/>

Please e-mail completed application forms to Bianca Badham: [bianca@earthworksstalbens.co.uk](mailto:bianca@earthworksstalbens.co.uk)

Address: Earthworks St. Albans, Hixberry Lane, St. Albans, Hertfordshire, AL4 0TZ

Phone: 01727 847311

[www.earthworksstalbens.co.uk](http://www.earthworksstalbens.co.uk)

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