

**COMMUNITY COUNCIL FOR SOMERSET  
JOB DESCRIPTION**



Job Title	<b>Admin &amp; Finance Support Officer</b>
Employer	Community Council for Somerset
Office Location	Victoria House, Victoria Street, Taunton
Hours	Minimum 24 hours per week (35 fte)
Salary Scale	£18,319 to £19,446 per annum pro-rata to be worked flexibly over a minimum of 4 days per week but including afternoons.
Leave	25 days holiday per year plus bank holidays (pro rata).
Objectives	<ul style="list-style-type: none"> <li>• To provide support to the Senior Management Team including admin, finance, personnel and facilities.</li> <li>• To assist in the smooth and efficient running of the office and organisation and delivery of CCS services.</li> <li>• To assist and provide cover for other support staff.</li> <li>• To ensure that all visitors and individuals who contact CCS are treated courteously and professionally.</li> </ul>
Accountable to	Finance and Personnel Manager
Key tasks	<ul style="list-style-type: none"> <li>• Organising internal and external meetings and events, including the AGM.</li> <li>• Supporting the Consultancy team through liaison with clients, printers, casual staff and associates.</li> <li>• Maintaining membership details on our CRM system and dealing with subscriptions.</li> <li>• Providing cover for the Carers Support line.</li> <li>• Providing administrative support to front line staff.</li> <li>• Providing cover for the administration and finance of Bishop Fox's Educational Foundation.</li> <li>• Assisting our Communications and Marketing team with websites and social media updates, and promotional material.</li> <li>• Dealing with incoming post, phone calls and emails.</li> <li>• Supporting finance staff by banking, performing bank reconciliations, processing expenses and supplier invoices, and raising customer invoices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supporting staff with personnel issues as required.</li> <li>• Assisting with the administration of grants to clients, including Surviving Winter and Rural Crisis Funds.</li> <li>• Assisting with reports to funders, management and Trustees as required.</li> <li>• Assisting office management including IT issues, ordering supplies, mobile phone contract and post.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Actively participate in internal meetings.</li> <li>• Participate in annual appraisals and regular one to ones.</li> <li>• Identify development needs and undertake any appropriate training.</li> <li>• Keep timesheets up to date.</li> <li>• Uphold the mission, vision, aims and objectives of CCS.</li> </ul>