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| **Administrative and Book-keeping Assistant**  **Job Description** |
| **Salary:** £21,221 (pro rata)  **Hours:** P/T16 per week. Preferably to be in the Hive Monday to Friday 9am to 12pm. We are happy to be flexible, but some regularity would be desirable. |

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Description automatically generated**Company no: SC563463**

### Charity no: SC047335

### General

The Administration and Book-keeping Assistant plays a key role in supporting the DCDT Manager and Treasurer to deliver our projects aimed at benefitting the Dollar community. The Trust is a well established community based charity and, as well as working as part of a small team, you will be a key contact for our many volunteers, members and the public.

**Responsibilities of the role include:**

* Supporting the running of the Hive by taking bookings, organising noticeboards, maintaining supplies and developing Hive opening and closing rotas for trustees.
* Working with the treasurer, record and code invoices, cash and bank receipts.
* Supporting events – posters/leaflets, bookings, licence applications
* Updating website (training provided) and social media (Facebook, Instagram)
* Supporting the production of our newsletters
* Maintaining our contact/stakeholder database
* Keeping project monitoring data up to date
* Other general admin tasks

**Skills and Experience Required**

Learning opportunities and on-the-job training and support will be provided, however the following skills and experience would be beneficial.

* Self-starter with the ability to work unsupervised.
* Good IT capabilities – working knowledge of Microsoft Office (Word, Excel) and email.
* Experience and training in book-keeping.
* Experience in an administrative position (not essential).
* Ability to communicate clearly (written and verbal) and good numeracy skills

**Additional Information**

* The post holder will be entitled to 28 days annual leave per year (pro rata) which is inclusive of public holidays. They will also be automatically enrolled in our pension scheme.
* Office location is in the Hive, Park Pace, Dollar. The building is fully accessible.

**Further Information and applications:** Please email the DCDT Secretary, Norman Dunning on [norman@dollarcdt.com](mailto:norman@dollarcdt.com) or call 07867 854488with any questions or to arrange a chat.

**To Apply:** please send CV and covering letter to [norman@dollarcdt.com](mailto:norman@dollarcdt.com) by 15th March 2023 – interviews to be w/c 20th March