Buildings & Finance Administrator (Full Time, Excellent Pension Scheme & 30 Days Annual Leave)

Salary: up to £26,000pa full time

We have an exciting, new opportunity for a highly efficient Buildings & Finance Administrator to join our small, inclusive and highly successful professional team.

The successful candidate can expect a thorough induction, supportive colleagues, a diverse and interesting workload and, a range of favourable employment benefits including; pension scheme, annual leave and Employee Assistance Programme support.

Applicants must have excellent communication skills, a sound understanding of finance and finance systems, be thorough and accurate, be able to multi-task, remain calm under pressure and add positively to our team dynamics. In addition it is vital to possess a range of administrative skills including good numeracy, data processing/comprehension and IT skills.

Good interpersonal and teamwork skills are essential, as are effective use of emotional intelligence and the ability to exercise tact, diplomacy and sensitivity.

For this varied role, ideally you will have experience of processing grant claims and invoices, an understanding of the education or public sector and strong general administration skills. However, training will be given to the right candidate.

An application pack is available from Sarah Bogati (sarah.bogati@southwark.anglican.org)
Tel: 07557 560358

Closing date for applications is: Thursday, 16 July 2020

Interviews and assessment: Owing to current social distancing restrictions, shortlisted candidates will be notified of selection dates/times after 20 July 2020.