



The Asian Association of Chesterfield & North Derbyshire Charity Support and Accounts Administrator

20 hours
Job Description



About Us:

The Asian Association of Chesterfield and North Derbyshire is dedicated to supporting the local Asian community and promoting cultural understanding and integration. We provide various services, including educational programs, cultural events, and community support initiatives. Our team is passionate about making a positive impact in the community, and we are looking for a Finance and Administrative Support Officer to join us in this mission.

Role Summary:

We are seeking a diligent and organised Finance and Administrative Support Officer to join our team. This role is crucial in ensuring the smooth operation of our charity's administrative functions and financial processes. The ideal candidate will have some knowledge of accounts and a willingness to learn, particularly in using Xero, for which training will be provided.

Key Responsibilities:

1. Administrative Support:

- Manage general office duties, including answering phone calls, responding to emails, and handling mail.
- Maintain and organise files, records, and documentation.
- Coordinate meetings, appointments, and events, including booking venues and preparing materials.

2. Finance Support:

- Assist with basic bookkeeping tasks using Xero, including data entry, invoicing, and reconciling accounts.
- Support the preparation of financial reports and statements.
- Process expenses, manage petty cash, and assist with payroll.

3. Charity Support:

- Assist in organising fundraising events and campaigns in collaboration with other organisations.
- Support grant application processes and donor communication.
- Help with volunteer coordination and management.



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Skills and Experience:

- **Essential:**

- Strong organisational and administrative skills.
- Basic knowledge of accounting principles.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.

- **Desirable:**

- Experience with Xero or other accounting software (training will be provided).
- Previous experience in a charity or non-profit organisation.
- Understanding of the charity sector and its unique challenges.
- Full Driving Licence preferably

Personal Attributes:

- A positive and proactive attitude.
- Strong attention to detail.
- Ability to prioritise tasks and manage time effectively.
- Commitment to the values and mission of our charity.

What We Offer:

- Training and development opportunities, including Xero training.
- A supportive and friendly working environment.
- The chance to make a real difference in the community.
- Flexible working arrangements.

How to Apply:

- **Please send your CV and a covering letter explaining why you are suitable for this role to info@asianassassociationchesterfield.org. For more information about our charity and the work we do, visit www.asianassociationchesterfield.org.**
- **The Asian Association of Chesterfield and North Derbyshire is an equal opportunities employer and welcomes applications from all sections of the community.**