

### Administration and Accounts Officer

<b>Job Title</b>	Administration and Accounts Officer
<b>Location</b>	Caritas Social Action Network (CSAN) 39 Eccleston Square, London, SW1V 1BX
<b>Salary</b>	£18,500 per annum
<b>Benefits</b>	Pension and medical insurance scheme
<b>The Organisation</b>	<p>We are a charity which is the social action arm of the Catholic Church in England and Wales. You will join a small and enthusiastic team who are building a network of member organisations throughout the country, and lobbying in public on behalf of the poor and vulnerable. Every role in the team is key to our success.</p> <p>25 days of annual leave</p>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• Prepare and monitor the CSAN financial accounts and the management accounts duly reconciled</li> <li>• Keep all Bank records and effect Banking transactions</li> <li>• Ensure the appropriate formal filing of all legal documents relating to the charitable and incorporated status of the organisation</li> <li>• Invoice members, Diocesan Secretaries and CATEW for fees or subscriptions and other suppliers as appropriate</li> <li>• Maintain and record membership of organisations, or subscriptions to publications or IT provision etc. as appropriate and review as appropriate.</li> <li>• Support the team by undertaking the general administrative duties which include filing, organising stationery supplies, preparing resources for events, keeping IT records and contact records up-to-date, and others as directed</li> <li>• Be responsible for papers and office security</li> <li>• Take a particular role in supporting the CEO's diary and travel arrangements and the preparation for meetings</li> </ul>

<p><b>Key Skills &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Ability to use, to a very good level the software programs, Sage line 500 or above and the Excel spreadsheet</li> <li>• Methodical and orderly methods and habits of work</li> <li>• Ability to complete detailed work to reasonable time-frames and deadlines</li> <li>• Personable and open manner so as to build good working relationships with CSAN members, professional colleague and suppliers</li> <li>• Capacity to work in a small team which supports each other in busy periods</li> <li>• Reliable, and able to take the initiative as necessary</li> <li>• Ability to recognise and empathise with the ethos and values of a RC church organisation</li> </ul>
<p><b>E-mail Address</b></p>	<p><a href="mailto:clara.horhan@cbcew.org.uk">clara.horhan@cbcew.org.uk</a></p> <p>application closes on 3 February 2012</p>