



PO Box 344
Histon
Cambridge
CB24 9WZ
Mob: 07887 947748

Email: admin@connectionsbusproject.org.uk

Website: www.connectionsbusproject.org.uk

Job Description: Administrator

Responsible to: Project Manager

Purpose: To be responsible for financial and administrative tasks of the Connections Bus Project.

Hours: 8 hours a week

Place of Work: Hybrid possible with at least 4 or more hours a week at office

Office Location: Oakington, Cambridgeshire

Main Duties:

1. Financial:
 - To prepare and send invoices as required
 - To action payment of invoices received and staff expenses via internet banking
 - To maintain accounting records using appropriate software
 - To prepare monthly reports for the treasurer, and the end of year accounts for the auditor (according to Charity Commission requirements)
 - To ensure gift aid claims are made appropriately
2. Other Tasks:
 - To arrange Management Committee Meetings and others as requested, and prepare agendas, organise venues and take minutes
 - To draft termly village reports
 - To arrange the purchase of craft resources, office stock etc.
 - To arrange annual appraisal diary for Project Manager
3. Any other duties as agreed by the Project Manager and Trustees.