

Finance Administration Assistant

Recruitment Pack

Join our lifesaving team

WILTSHIRE
+BATH AIR
AMBULANCE
Going above + beyond



Welcome

It is my pleasure to extend a warm welcome to you as you consider joining our Wiltshire and Bath Air Ambulance Charity family.

The team who work with us here at the Charity are our most important asset.

Upon joining us, you will become part of a dynamic, fast-growing organisation which is committed to being a safe and effective clinical care provider.

People are at the centre of everything we do; we aspire to be values driven and work together in an open and honest culture.

We believe every employee plays a part in saving lives, no matter what their role in the organisation. We are one team with one goal.

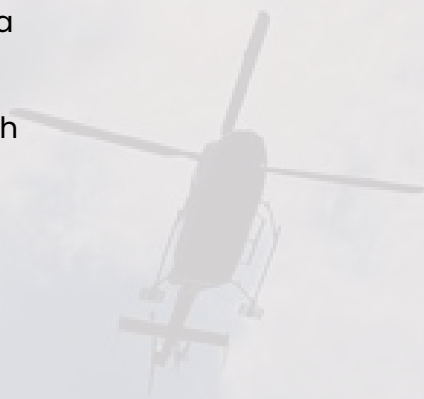
We treat everyone with dignity, value their contributions and help one another succeed.

We very much consider ourselves a family, and we hope that anyone who chooses to join us will feel as privileged as we do to work for such an amazing Charity.

We have plans in place for a very exciting future and we would love you to join us on our journey!



David Philpott
Chief Executive



OUR IMPACT



STUART FROM WESTBURY'S STORY

"They saved my life."

But it's not just my life they saved. It meant I could get married and we have our two beautiful daughters.

After collapsing at home in Westbury, they flew me to Southmead Hospital within 11 minutes. If we'd gone by road it would have taken over an hour to get there and it's unlikely I'd be telling you this story now.

WESTEK, MELKSHAM

"Choosing Wiltshire and Bath Air Ambulance Charity as our Charity of the Year has provided a focus for our fundraising and community work. Besides making a difference to such a vital local Charity, our fundraising activities are great for fostering teamwork and having fun."

Wendy Dorkin, Westek – HR Manager



IAN BEST – VOLUNTEER

"For anyone who is considering volunteering, don't just think about it, get on and do it! What else could you do that will give you so much fun, take you places you may not go to otherwise and do your bit to keep the critical service flying, all at the same time?"

Ian Best, Volunteer since 2013

JOB DESCRIPTION

POST:

Finance Administration Assistant

BASED:

At our state-of-the art airbase in Outmarsh, Semington, BA14 6JX, where our Charity team and crew work alongside each other.

REPORTS TO:

Finance Coordinator

SALARY:

£24,570 (FTE)

HOURS:

Part time, 22.5 hours per week, 9am-5pm

SUMMARY:

We are Wiltshire and Bath Air Ambulance Charity. We provide critical medical care by land and air, across our communities.

We're here when you need us most, but in the nicest possible way, we hope you won't.

The role of the finance administration assistant is to support the finance coordinator in the day to day running of the charity finances.

This includes collating banking, entering data onto the CRM system and importing large data sets from external sources.



RESPONSIBILITIES:

Daily responsibilities

- Supporting the finance coordinator with the processing of donations
- Process receipts into the Charity on to our CRM (Customer Relationship Management) software
- Collating large excel worksheets and importing them onto our CRM software
- Data cleansing
- Producing reports when required by heads of department
- Communicating with other team members to gather details of unknown transactions
- Answering the phone, dealing with donors in a manner which is helpful, caring and understanding
- Cash count with our volunteers
- Directing donors to the appropriate place when you cannot assist them with their query
- Assist with year-end preparation and procedures
- Carry out general office administration – filing, scanning, opening of post etc.

PERSON SPECIFICATION

Technical Skills and Minimum Knowledge:

- GCSE – English and Maths – Minimum grade 4 (C)
- Confident using Microsoft Office applications (Word, Excel, Outlook)
- Previous experience with CRM software desired but not essential as training will be provided

Behaviours and Competencies:

- Confident communicator (written and verbally)
- Strong attention to detail and accuracy
- Friendly and approachable
- Good organisational skills and ability to manage competing priorities
- Able to work independently while collaborating with a wider team

BENEFITS:

We offer a generous package including 25 days annual leave (pro-rated for part time) and your birthday off, Health Cash Plan, Group Life Assurance (3 x salary, conditional upon still being employed by the Charity), Blue Light Card discounts, up to 6% employer pension contributions, free parking, and access to electric vehicle charging at our airbase.

BASE:

At our state-of-the-art airbase in Outmarsh, Semington, BA14 6JX, where our Charity team and crew work alongside each other.

TRAVEL:

Being able to drive and having use of your own car is ideal given the location of the airbase and lack of public transport options. HMRC mileage allowance will be paid when travelling on work-related business.

FACILITIES:

You will be supplied with equipment relevant to your role.

This job description is subject to review and alteration in light of future change or developments.

HOW TO APPLY

To apply please send us a copy of your CV and a covering letter of no more than two pages to: kellie.chandler@wbairambulance.org.uk.

Your cover letter should demonstrate why you are interested in applying for the role and what skills, experience and qualities you will bring.

For further information about the role please contact:
alison.small@wbairmabulance.org.uk.

For further information about our Charity, please visit our website wiltshirebathairambulance.org.uk/careers.

CLOSING DATE

Midnight **Sunday 21 September**, with interviews taking place on **Wednesday 1 and Thursday 2 October**.