

Role Title:	Finance and Admin Assistant
Responsible to:	Operations Manager, CLASS
Where (Location):	Hulme, Manchester
Time commitment:	Between 4 and 10 hours per month depending on need and your own availability.
Role description:	You will be providing administrative support to the committee members of Aquarius Community Savers (ACS) an affiliate of the Community Savers network supported by CLASS.
Main tasks:	<ul style="list-style-type: none"> • Attend ACS monthly committee meetings (9.30-10.30am, Last Wednesday of every month at Aquarius Community Centre) • Manage financial administration for the committee in consultation with the Treasurer including invoicing and expenses payments. • Work with the ACS Treasurer and the CLASS Operations Manager to prepare a monthly finance report for the committee meeting each month. • Take minutes at ACS committee meetings and circulate these to all committee members including in hard copy for those with limited ICT skills. • Provide informal one-to-one digital skills capacity building support to committee members on a needs-led and case-by-case basis.
Training and support available:	<ul style="list-style-type: none"> • Induction to CLASS and Community Savers. • Training in basic financial management and accounting for community groups. • Mentoring/coaching support from the CLASS Operations Manager.
Recruitment requirements	<ul style="list-style-type: none"> • Application form • Online interview • DBS and References checks
Date role created:	4 January 2023
Date of first review:	TBC