



Job Description

Administrative Assistant at Reading District Oddfellows

We are looking for an Administrative Assistant to join one of the largest and oldest friendly societies in the UK, within the Reading District (covering Reading, Maidenhead, Thatcham and Henley on Thames).

The Oddfellows' aim is to improve the quality of life for our members through active social involvement, care support and a range of financial benefits and services to members.

Hours:

The role of Administrative Assistant is based in our Reading office. You will be expected to work on your own initiative, following full training. Working a minimum of 25 hours per week, with the potential of working up to 35 hours per week in due course.

Salary and rewards:

The pay rate is £15 per hour, subject to a successful probationary period.

The role:

As Administrative Assistant, the principal aim is to help and support the Branch of this Society to be financially and administratively strong. This includes supporting the volunteer Committee of Management to deliver on the membership package, including dealing with monthly accounts, property statements and management information. The role is varied and would be suitable for a person with an administrative background.

The person: We are looking for an individual who is friendly, outgoing and organised, with an ability to work to deadlines and without close supervision.

Essential/Desired skills:

- A good working knowledge of MS Office, internet and email.
- Excellent verbal and written skills.
- Ability to handle sensitive information with confidentiality and discretion.
- Multitasking and prioritising tasks effectively.
- Basic accounting experience.
- Friendly outlook with a commitment to the mission of the Oddfellows
- Be patient and diplomatic.

How to apply:

Please email your CV/profile with a letter of introduction outlining your suitability for the role to Debbie Jex at Debbie.Jex@oddfellows.co.uk

Closing date: Monday 7 September 2026
Interview date: W/c 14 September 2026