



District Administrator – 5 Shires (Beds & Bucks area)

Job description and how to apply

The Oddfellows is one of the largest and oldest friendly societies in the UK. Our District, the 5 Shires District, is looking for a District Administrator.

Hours

Working from home you will be expected to work on your own initiative, working an average of approximately 45 hours per month (flexible working hours to be agreed with the successful candidate, which includes some weekend and evening work). Please only apply if you are happy to do these hours.

You will need to attend District Committee of Management meetings. These typically take place at Finedon Independent Wesleyan Chapel (NN9 5LZ) and at Kingston House (MK43 9JB). Please only apply if you are able to attend these locations.

The company

We aim to improve the quality of life of our members through active social involvement, care support and a range of financial benefits and services to members in Bedfordshire, Buckinghamshire, North Hertfordshire, Northamptonshire and part of Oxfordshire.

Role

As District Administrator, the principle aim is to help and support this District of the Oddfellows to be financially and administratively strong. The following tasks are central to the role of the District Administrator:

Financial and administrative tasks

- Maintain financial records using the Society's branch accounts system (Dynamics)
- Bank all receipts within required timescales
- Prepare financial reports and budgets for the District Committee of Management
- Co-ordinate investment strategy with Trustees and the District Committee of Management
- Support the Committee of Management, made up of volunteers, to steer and govern the District
- Assist and support the four Branches within the District and keep regular contact with their Secretaries
- Organising, preparing reports for and attending all meetings of the District (max of 12, normally held on Saturday mornings or weekday evenings, two of which are held during daytime on a Saturday)

Recruitment and public relations tasks

- Actively seek to increase the membership of the District, and the active involvement of members
- Actively promote the District and the Society within the local community
- Edit and prepare the quarterly newsletter/events diary for members, arranging printing and delivery
- Manage social media and online presence for the District

The successful candidate must be able to react to changing circumstances and the needs of members.

The person

We are looking for a District Administrator who is friendly, outgoing and organised, with an ability to work to deadlines, and without close supervision.

The following are essential

- Good organisational skills
- Good interpersonal skills
- Good communication skills
- Willingness to work unsocial hours (eg evening and weekend meetings)
- Good computer skills (word processing, use of spreadsheets, financial packages etc)
- Accounting experience: preparation of accounts, cash control, asset management
- Own transport and a clean driving licence
- Ability to work alone and organise one's time efficiently

The following experience and skills are desirable

- Experience of working with a multi-branch entity and/or a membership organisation and working with volunteers

Rewards

Starting annual salary of £7,500.

Please apply with a covering letter and a copy of an up to date CV to emily.ellis@oddfellows.co.uk

Closing date: Friday 31 May 2024

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.