



**JOB ADVERTISEMENT FOR A  
FINANCIAL BRANCH SECRETARY  
FOR THE ODDFELLOWS CONCORD DISTRICT BRANCH**

This is a flexible part-time role where the majority of the work undertaken will be from a home office. You will be expected to work on your own initiative (once trained), working an equalised average of 24 hours per week (flexible working hours to be agreed with the successful candidate, which includes occasional weekend and evening work). You will be Line Manager for one other part-time employee, the Social Organiser.

**Concord Branch of the Oddfellows**

Our aim is to improve the quality of life for our members through active social engagement, care support and a range of financial benefits and services to members in the West Surrey & North East Hampshire area.

**The role**

As our Financial Branch Administrator, you will focus on the financial and administrative elements of running our Branch, which will include:

- Day to day bookkeeping, monthly management reports, preparation of Year End Accounts (following detailed instructions) ready for submission to Auditor
- Managing the membership database, processing member renewals and benefit claims
- Supporting a volunteer Committee of Management to be able to steer and govern the Branch
- Promote the Society in the Branch's catchment area
- Build relationships with the local community
- Work collaboratively with the Social Organiser
- Manage the Branch volunteer Welfare Visitors

**Salary**

This is a 24 hour per week post, with a rate of pay of £16/hour. The position will become permanent following a successful 3 month probationary period. Some flexibility will be required during busy periods.

**Job Description and Person Specification**

Please contact Jane Nicole at [jane.nicole@oddfellows.co.uk](mailto:jane.nicole@oddfellows.co.uk) for a copy of the Job Description and Person Specification for essential and desirable experience and skills.

**How to apply**

Please email your CV/profile with a letter of introduction outlining your suitability for the role to Jane Nicole at [jane.nicole@oddfellows.co.uk](mailto:jane.nicole@oddfellows.co.uk)

You are welcome to call Jane Nicole on 07951 814860 if further information is required. All applicants will receive an email response, and will be invited to interview if appropriate.

**Closing date for applications: 5 April 2024. Interview date: Thursday 11 April 2024.**