



Surfers Against Sewage
Unit 2, Wheal Kitty Workshops
St Agnes, Cornwall, TR5 ORD

T: 01872 553 001 **F:** 01872 552 615
E: info@sas.org.uk **W:** www.sas.org.uk

- **SAS Finance Assistant**
- **Salary: £15,229.50 pro-rata**
- **Hours: 10 hours per week (Monday & Thursday)**
- **Based: St Agnes**
- **Probationary Period: 3 months**
- **Holidays: 25 days per year plus Bank Holidays pro rata.**

Team SAS is looking for a part-time finance admin assistant to join our growing team to provide administrative finance support to the Finance Manager. This role would suit a numerate and very well-organised individual who is able to work reliably often on their own initiative. Excellent verbal and written communication skills and numeracy are extremely important. Experience in finance administration, in particular Sage, is essential.

Surfers Against Sewage (SAS) is an environmental charity protecting the UK's oceans, waves and beaches for all to enjoy safely and sustainably, via community action, campaigning, volunteering, conservation, education and scientific research.

Direct Debits

- Update direct debit memberships on the Membership Database on a weekly basis
- Print letters and labels from direct debit membership updates on a monthly basis (annually for monthly direct debits)
- Set up new direct debits on a weekly basis
- Prepare paperwork and action queries, amends and deletion instructions for



direct debits

- Download, prepare paperwork and action automatic amends and deletions for direct debits
- Post new and amended direct debit mandates to bank on a weekly basis.
- Filing paperwork
- Print out membership remittances and labels for membership cards from Sage
- Enter Corporate Members onto the database and print out membership remittances and certificates from Sage.
- In the absence of the Finance Manager, back up Sage if changes have been made.

Financial Administration

- Knowledge or experience in finance admin, in particular Sage, is essential.
- Prepare weekly cash & cheque batches and credit card & Protx batches and enter on Sage.
- Reconcile and prepare ad-hoc batches (Events etc) on Sage.
- Print out membership remittances and labels for membership cards from Sage
- Supplying information regarding queries on batches.
- Generate & print stock valuation reports at the end of each month.
- Prepare cheques on an ad-hoc basis (e.g. for milkman)
- Settle credit card machine at the end of the day if payments have gone through.
- Take cash and cheques to the bank on a weekly basis – also collect petty cash if required.

General Duties

- Answer general phone calls as necessary.





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- Assist volunteers with the sending out of membership packs where necessary.
- Carry out stock take with the Retail Co-ordinator and Assistant on a monthly basis and enter onto Sage.
- Adopt a positive approach to personal and professional development; engaging in one to one meetings and relevant training.
- To be aware of, and act on, relevant health and safety responsibilities as an employee of SURFERS AGAINST SEWAGE and adhere to these wherever you are working.
- To maintain confidentiality in all areas of work at SURFERS AGAINST SEWAGE.
- To carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager or any other member of the SURFERS AGAINST SEWAGE team.

If you are interested in applying for this position, please send your CV and covering letter outlining your suitability & experience for the role to hugo@sas.org.uk

The closing date for applications is January 6th 2014.

Interviews w/c January 6th 2014.

Surfers Against Sewage values diversity and is committed to equality of opportunity and welcomes applications from all sections of the community.

