



Administrator and Clerk to Trustees (p/t, 9 hrs per week, £12 per hour)

St Peter's Saltley Trust (www.saltleytrust.org.uk), an ecumenical Christian educational charity working in the West Midlands region, is seeking a part-time **Administrator and Clerk to Trustees** (9 hrs p.w., to be worked flexibly by agreement) to provide financial, administrative and office management support to the Trust's work. The role involves assisting the Director and Trustees in the preparation of annual budgets, monitoring income and expenditure in line with budgets, administering the Trust's small grants fund and providing administrative support to the Director and Trustees. There is scope for suitably skilled applicants to become involved in other areas of the Trust's work, including publicity and communications.

Applicants should have experience of working in a financial/administrative environment, including the maintenance of accurate, up-to-date financial records. Applicants will also have good organisational and ICT skills, alongside a good standard of written English. Applicants will be honest and trustworthy, have good interpersonal skills in order to liaise with colleagues, grant applicants and others in a positive and professional manner, and will be in sympathy with the aims of St Peter's Saltley Trust. The successful candidate should be available to begin work in May 2020, or as soon as possible thereafter.

For further details and an application pack, please contact: St Peter's Saltley Trust, 3 Nursery Road, Edgbaston, Birmingham B15 3JX. (0121) 427 6800.

bursar@saltleytrust.org.uk or visit our website: <https://www.saltleytrust.org.uk/job-vacancy-2/>

Closing Date: 15 March 2020