



Supporting Young Adults with Disabilities Live, Learn and Work in the local Community

Job Title: Administration Support/Invoicing Clerk

Basis: Self Employed £12.50 per hour 10 hrs per week for 38 weeks per year (West Sussex Term Times)

Location: Home Based in Chichester Area

Together Our Community (TOC) is a Chichester based local charity supporting young people (18 to 35) with learning disabilities to help them reach their full potential. Due to TOC's continual growth we are looking for a reliable experienced administrator/invoicing clerk to play a key role in the daily running of the charity.

The successful applicant will need to possess skills and qualifications relating to computing, bookkeeping, competencies in using accounting software, time management, organisation, communication, basic numeracy and e-filing.

Experience is required in:

- Email/Outlook
- MS Excel
- MS Word
- Resolving discrepancies/issues
- Accounting Software i.e. FreeAgent, QuickBooks, Sage, etc.

The applicant will also need to demonstrate an understanding of GDPR requirements and be prepared to complete an Enhanced DBS Disclosure (paid for by TOC). The applicant should also be empathetic to people with learning disabilities.

Responsibilities:

1. Creating and sending invoices using FreeAgent accounting software
2. Resolve any issues relating to invoice discrepancies
3. Tracking payments and follow up any late payments
4. Matching payments to invoices
5. Taking notes at meetings and issue minutes
6. Updating policies and internal forms
7. Entering contact information into software system
8. Managing WhatsApp parent/carers group

9. Raising bills for payment from suppliers and contractors
10. Contacting organisations if necessary on invoice discrepancies
11. Pulling data from FreeAgent and collating data for bespoke reports for ring fenced funding projects
12. Attending progress meetings with the TOC operational leads

The successful applicant will work closely with and receive support from the two operational leaders on a regular basis. We will provide the use of a laptop and mobile phone.

The closing date for applications is Friday 12th October

Interviews will be held in week commencing 21st October 2024

Please email applications to: contact@tocommunity.org.uk