

Secretary ACCT Wales

8 hours per week. Permanent contract

Department:	HQ - Branches	Level:	Band B1
Reporting to:	Chief Executive	Location:	Home based

Job Description

Purpose of the Post

The post of Branch Secretary exists to provide administrative support to the relevant branch of the Army Cadet Charitable Trust UK (ACCT UK). It requires someone with the ability to organise meetings, manage accounts, liaise with local organisations and with head office and to maintain the records of the branch.

Principal Responsibilities

- Meetings – AGM, EGM, Committees – including preparing calling notices, agenda, collating reports and writing and despatching minutes.
- Branch conferences and events.
- Finance – e.g. preparing monthly accounts, uploading invoices for approval, preparing budget analysis and supporting the central finance team in preparing accounts for audit.
- Approving branch expense claims.
- Promote the work of ACCT Wales as a means of generating support and to encourage voluntary financial donations to generate funds.

General Duties

- Ensure all clerical/financial records are kept accurately.
- Maintain regular contact with the committee Chair.
- Support the branch committee to plan for the future.
- Be the main point of interaction between the branch and the central charity.
- Co-ordinate an accurate forecast of events for the Branch.
- Keep under review the work and organisation of the Branch.
- Promote effective relationships with persons and bodies (Internal and External).
- Any other commensurate task as directed by the Chief Executive.

Secretary ACCT Wales Job Description – 22 May 2024

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

Person Specification

Criteria	Essential	Desirable	Methods of assessment
Experience and Knowledge	<ul style="list-style-type: none"> • Ability to manage money effectively • Understanding of the Cadet Forces • Understanding and respecting the importance of discretion within the role 	<ul style="list-style-type: none"> • Experience within the charity or not-for profit sector. 	Application, interview,
Skills and Ability	<ul style="list-style-type: none"> • Competent with MS Office • Excellent written English • Basic book keeping • Proactive and able to work under pressure • Excellent ability to prioritise and pre-empt 	<ul style="list-style-type: none"> • Deadline driven • Exceptional organisational skills 	Application, interview, references

Secretary ACCT Wales Job Description – 22 May 2024

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)