

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Virtual Assistant**

**Reports to:** Business Director

**Application Deadline:** Monday 7<sup>th</sup> October 2024

**Interview:** w/c 14<sup>th</sup> October 2024

**Start date:** October 2024

**Hours of work:** 40 hours per month (approx.10 hours per week)

**Salary:** £20 / hour

**Contract:** Freelance contract for 1 year with a view to extend

**Location:** Remote

### **The Organisation:**

The Caspari Foundation is the UK's only provider of Educational Psychotherapy in schools, and the UK's leading trainer in this field. This approach was pioneered by Irene Caspari in the 1970s and bridges the gap between education and therapy.

It offers a safe way for children to explore and make sense of experiences that may be blocking their development. The aim is to help them to learn about themselves, improve their relationships with peers and staff, and gain confidence. Together, this enables them to experience the joy of learning.

The Caspari Foundation does not discriminate on the basis of gender, sexual orientation, marital or civil partner status, gender identity, race, colour, nationality, ethnic or national origin, religion or belief, disability, age, class or culture.

The Caspari Foundation is forward thinking, progressive and fully committed to diversity, equity, and inclusion (DEI). We expect all employees to be engaged with their own learning in this area.

### **The Role:**

We are looking for an enthusiastic and conscientious individual with strong bookkeeping and administrative skills who would like to work with an organisation that is dedicated to improving the lives of children through Educational Psychotherapy.

### **MAIN RESPONSIBILITIES:**

Bookkeeping:

- Payment of invoices and expenses, electronic filing of paperwork and updating of records
- Monitoring receipt of payments, chasing if necessary, and raising and issuing invoices as agreed
- Monthly reconciliations, including coding of income/expenditure
- Raising PO numbers
- Journal entries for overheads for projects
- Liaising with suppliers on the provision of goods and services e.g. payroll, insurers
- Producing financial reports from Quickbooks or Xero

- Processing applications for gift-aid annually
- Maintaining a register of members and issuing reminders for payments of subscriptions (August annually)
- Payroll: filing paperwork, communicating any changes, updating salary standing orders where necessary

#### Administrative Duties

- Email management – answering queries on Caspari’s main email account
- Adoption Support Fund administration management
- Social media scheduling
- Setting up Board of Trustee meetings (4 per year plus AGM)
- Taking minutes at Board of Trustee meetings
- Ad-hoc administrative support as required

### **PERSON SPECIFICATION**

#### **Training and Qualifications:**

##### **Desirable**

- Educated to A-level standard in relevant subjects or demonstrable experience and knowledge as listed below.

#### **Knowledge and Experience:**

##### Essential:

- Experience of bookkeeping
- Experience of business administration
- Proficient in IT software including Microsoft packages, Zoom and bookkeeping software

##### Desirable

- Prior knowledge of Quickbooks or Xero
- Prior experience working in a small business or charity

#### **Skills:**

- Be able to demonstrate excellent communication skills, accurate spelling and attention to detail.
- Be able to demonstrate numerical competency.
- Able to work autonomously, but also collaboratively.
- Have a proactive approach to problem solving
- Able to prioritise own workload

#### **HOW TO APPLY:**

To apply for the role, please send your CV and cover letter outlining your relevant skills and experience to [business@caspari.org.uk](mailto:business@caspari.org.uk) by 12:00pm on Monday 7<sup>th</sup> October 2024. Interviews will be arranged for w/c 14<sup>th</sup> October 2024.