



**RURAL  
SERVICES  
NETWORK**



# **Recruitment Pack**

**Data and Finance Administrative  
Support Officer**

**April 2025**

# Introduction from Kerry Booth, RSN Chief Executive



Thank you for your interest in the role of Data and Finance Administrative Support at the Rural Services Network. We are delighted to provide you with more information about our organisation.

The Rural Services Network is the national champion for rural services, we are committed to ensuring that rural communities are heard and supported effectively.

Representing over 500 organisations across the public, private, and voluntary sectors, our work involves close collaboration with national bodies, local authorities, utility companies, health trusts, housing associations, grassroots community organisations, and more.

In this role, you will be integral in managing and analysing data, handling financial documents, and supporting the organisation's dynamic needs. Do you have a good head for figures and a knack for precise data management? Are you passionate about supporting rural communities? Are you organised, self-motivated, and ready to work in a fully remote environment? If you are seeking an opportunity to apply your analytical and administrative skills to help drive our mission, this position might be perfect for you.

You will support our team by ensuring high-quality service delivery to our membership, focusing on tasks such as data sourcing and analysis, raising and chasing invoices, and assisting with the coordination of online meetings and events. This role is ideal for someone who is adept at working independently, enjoys managing multiple tasks, and thrives in a supportive team environment.

We have no office; we all work from home, but you will be fully supported by our small, dynamic team.



## The National Champion for Rural Services

- Representing over 500 public, private & third sector organisations.
- Secretariat for All Party Parliamentary Group on Rural Services
- Scrutinise Government Policy from a rural perspective and respond to Government consultations
- Trusted source for Parliamentarians, researchers and the media
- Special Interest Group of the Local Government Association
- Member of the Rural Coalition

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# Overview: Data & Finance Administrative Support Officer

Supporting high-quality service delivery to our growing membership.

With a focus on data sourcing, management and analysis as well as raising invoices.

Includes assisting with the coordination of online meetings and events.



## Hours:

22.5 hours a week (Wed – Fri).

## Salary:

£26,260 (FTE). Pro-rata this is £15,969 - pay award pending.

## Location:

Work from Home.

## Holiday:

The role attracts a generous holiday allowance of 28 days per year (pro rata) plus statutory bank holidays.

## Pension:

If eligible, you will be entitled to join the company's workplace pension scheme operated by NEST pensions.

**Interview Date:  
6<sup>th</sup> May 2025 (Zoom)**

# Main Responsibilities of the Role

- General administration support to the organisation.
- Sourcing, analysing, organising and managing data accurately and efficiently using Excel, Capsule, Survey Monkey and other CRM based systems.
- Identifying useful data sources.
- Creating easy to read and compelling graphs by analysing national datasets and other data sources.
- Raising and chasing invoices using QuickBooks software.
- Support online events on Zoom and Microsoft Teams.
- Responsible for jointly managing shared inboxes.
- Liaising with customers who can range from Parish Councils, Local Authorities, Private Sector Partners, National Organisations and Parliamentarians.
- Other key tasks as required which are commensurate to the role in the RSN to help drive the delivery of services to members, and the RSN campaigning role

The Data and Finance Administrative Support Officer will also work in accordance with the RSN Values and Behaviour Framework which is available [at this link.](#)

# Person Specification

QUALIFICATIONS	Essential	Desirable
• Good standard of general education	✓	
• GCSE Mathematics equivalent to Grade C	✓	
• GCSE English equivalent to Grade C	✓	
• European Computer Driving Licence (ECDL) or equivalent experience using Microsoft Office Packages	✓	
EXPERIENCE	Essential	Desirable
• Practical experience of working with others	✓	
• Experience of using own initiative	✓	
• Minimum 2 years' experience of working in a small but busy office environment	✓	
• Experience or understanding of issues affecting rural areas and the interactions between local authorities and government.		✓
SKILLS	Essential	Desirable
• Excellent communication skills (Written and Oral)	✓	
• Excellent IT skills including experience of Microsoft Office, Zoom, and CRM systems. Enhanced skills required in Microsoft Excel for data analysis including lookups, creation of graphs, etc.	✓	
• Time Management and the ability to work to deadlines	✓	
• Problem solving skills	✓	
• Interpersonal skills	✓	
• Organised, efficient and able to produce work to a high level of accuracy	✓	
BEHAVIOURS	Essential	Desirable
• Planning and organising	✓	
• Performing under pressure	✓	
• Adaptability	✓	
• Team working	✓	
• Self-motivated	✓	
• Flexibility	✓	
• Confidentiality	✓	

# How to apply for the role:

To submit an application, please complete the application form via Survey Monkey and please upload your CV. This should include employment history, plus skills, qualifications and examples of behaviours relevant to the person specification for this role.

[APPLY FOR THE ROLE AT THIS LINK](#)

[View the Job Description and Person Spec at this link.](#)

If you would like an informal chat about the role, please email [nadine.trout@sparse.gov.uk](mailto:nadine.trout@sparse.gov.uk) to arrange a suitable time.

**Closing Date:**  
**Friday**  
**25<sup>th</sup> April 2025**

