

**Job title:** Data and Finance Administrative Support  
**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  
**Interview Date:** Likely to be Tuesday 6<sup>th</sup> May 2025 via zoom

The Rural Services Network is the national champion for rural services, working to ensure that rural communities have a strong voice. We are a membership organisation, representing over 500 organisations across the public, private and voluntary sectors including leading national bodies, local authorities, utility companies, health trusts, housing associations, grass root community organisations and more.

We are looking for an organised, self-motivated individual to help support the work of our organisation. You will be involved in supporting the delivery of our services to our membership including data sourcing and analysis, raising and chasing invoices, maintaining key records and supporting online meetings and events.

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

**Overall job purpose:**

Support the delivery of high, quality services to our membership organisations through efficient management of online events and databases.

**Key areas of work:**

- 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

**Values and Behaviour Framework**

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

**Holiday**

The role attracts a generous holiday allowance of 28 days per year plus statutory bank holidays in addition to this, both will be pro-rata for the hours worked per week.

**Pension**

If eligible you will be **entitled to join the** Company's Workplace Pension scheme operated by NEST Pensions.

## PERSON SPECIFICATION

For the role of Administrative Support Officer:

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
• 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	✓	
<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
• 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.		✓
<b>SKILLS</b>	<b>Essential</b>	<b>Desirable</b>
• 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	✓	
<b>BEHAVIOURS</b>	<b>Essential</b>	<b>Desirable</b>
• Planning and organising	✓	
• Performing under pressure	✓	
• Adaptability	✓	
• Team working	✓	
• Self-motivated	✓	
• Flexibility	✓	
• Confidentiality	✓	