

Clerk (part time, hourly rate) required for Ufford Charities

General overview of the role

The Town Estate and Non-Ecclesiastical Charities (Ufford) are looking for immediate Clerical Support on a contracted hours basis for the Charities, along with liaison with the Almspeople (the residents) and their families as the Charity's. A full list of the responsibilities is listed below.

Working Hours

Work on an 'as and when required' basis involving regular checking of emails and correspondence and in the rare event being contactable by mobile phone six days a week (8:30am to 6:30pm); unless in an emergency. Estimated 150 annual hours.

Fees and Expenses

The contracted rate can be charged are £18.00 per hour and remuneration can be claimed on a monthly basis by invoice with supporting hours worked evidenced.

Responsibilities

- To Produce Agenda and Minutes for all Trustee meetings (usually 6 per year on 3 dates)
- Complete any 'Action' as determined by the Minutes
- Deal with all correspondence received via e-mail, telephone or post
- Liaise with the 3 Land Tenants with the Town Estate and produce timely invoices for all rents due
- Liaise with Almspeople and their relatives/friends regarding their residency of the Almshouses
- Manage orders to suppliers and payments via online banking.
- Inspect the Almshouses regularly and deal with any maintenance issues, in liaison with the Trustees if necessary.
- Arrange all Annual and Quinquennial inspections of the Almshouses and ensure utilities are effectively managed by the residents.
- Produce Monthly and Annual Accounts and liaise with the appropriate Auditor.
- Prepare and report on budgets in conjunction with the Trustees (Clerk to lead).
- Produce annual accounts and reports for the Trustees and Charity Commission.
- To provide oversight on periodic reviews of lease/tenancy renewals, fire, gas and legionella inspections, land valuations, rent reviews, investment reviews, charity policies

If you believe you have the skills to perform the role and are interested in getting involved in part time work for a local charity and would like further information, please contact Ufford Charities at ufford.charities@gmail.com or call on 07736 235945.