

Lynwood Court, Lynwood Village  
Rise Road, Ascot, Berkshire SL5 0FG

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[www.ben.org.uk](http://www.ben.org.uk)



## Administrator

**Based at Lynwood Village, Sunninghill, Ascot**  
**35 hours per week**

### The role

To provide administrative support to all departments of Lynwood Village. The role will involve creating and maintaining effective, efficient processes to ensure departmental administrative organisation. It will also include monthly reporting, financial accounting and some HR administrative functions.

### The Person

You will be an organised, dedicated and enthusiastic individual. You will have excellent communication skills together with a friendly and helpful disposition as this role will bring you into contact with residents and their families.

With a flexible attitude, you will be an experienced and efficient administrator and be proficient in the use of Word, Excel and Outlook.

### **In return we offer you:**

- Competitive pay
- Generous holiday allowance
- Contributory Pension Scheme - matched up to 3 %
- Free DBS check (subject to eligibility being met)
- Excellent training and development
- Referral scheme
- Childcare vouchers
- Free parking
- Subsidised Restaurant
- Discount on certain car brands

If this describes you, then please contact us at [careers@ben.org.uk](mailto:careers@ben.org.uk) and enclose your latest CV and covering letter explaining why you are the ideal candidate for this role.

If you are ambitious and motivated and want to make a positive difference to people's lives, get in touch with us.

 /BenSupport4Auto  
 @BenSupport4Auto

Ben - Motor and Allied Trades Benevolent Fund.  
Registered office: Lynwood Court, Lynwood Village, Rise Road, Ascot SL5 0FG. A charity registered in England and Wales (no.297877) and Scotland (no.SC039842).  
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