

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

Telephone 01344 298 100
Helpline 08081 311 333

www.ben.org.uk



PA/Administrator

Based at Head Office, Sunninghill, Ascot
35 hours per week

The role

Provide full and confidential PA/administrative support to the Finance Director to ensure the smooth running of the department. Assist with the development and ongoing organisation of the company's policies and procedures. Organise and manage the Finance Directors diary, travel arrangements and taking meeting minutes.

The person

You will be a highly organised, resourceful and proactive individual with proven experience as a PA and/or Administrator, including diary management skills and minute-taking experience. You will be proficient with MS Office applications and display a professional manner, exhibiting absolute attention to detail at all times. With an ability to organise and prioritise your work, you will cope well under pressure from competing priorities and respond well to a challenge. You will provide support to the Finance Director, Company Secretary and the Finance Team, so excellent communication skills together with a strong sense of discretion are paramount.

You will be comfortable learning new software and systems.

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 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.

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Ben - Motor and Allied Trades Benevolent Fund.
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