

### **Bookkeeper and Office Administrator (Part-time)**

The Nautical Archaeology Society is seeking to strengthen its office in Portsmouth by employing an experienced bookkeeper that is also skilled in business administration.

Hours – 16 hours per week / 4 days per week / some flexibility

Salary – £6.50 - £7.50 per hour depending on experience

Contact the NAS office for a full job description or apply with CV to:

The Programme Director,  
Nautical Archaeology Society,  
Fort Cumberland,  
Eastney,  
Portsmouth, PO4 9LD.

Closing date: 6<sup>th</sup> June 2008

### **Job Description**

As the NAS Bookkeeper and Office Administrator you will be responsible for assisting with the successful administration of the aims and objectives of the Society, as directed by the NAS Programme Director.

Your duties will involve assisting in the day to day administration of the Society's financial accounts, membership, publications, merchandising and promotional activities. You will also be expected to assist with other NAS events including the AGM, Annual Conference, Training Programme and other activities as directed.

The contract is based upon 16 hours per week over a four day week between 10am and 2pm. However the hours may be varied by agreement with the NAS Programme Director. From time to time you may be asked to work over and above these hours, but this would be arranged in advance by mutual consent. The post will initially be probationary for a 6 month period, but is hoped it would become longer term subject to satisfactory performance.

A 24 day holiday allowance (pro rata) will be available.

A 6% pension contribution is available after the probationary period

You will be based at the Society's office in Fort Cumberland, Portsmouth, but from time to time might be asked to work at other locations. This would be arranged in advance by mutual consent.

#### Main duties:

- Administration and data entry of the Society's financial activity including, banking, credit card payments and wages
- Administration and data entry of the Society's worldwide membership database
- Administration of the Society's membership including, enquiries, subscriptions, mail outs and new member packs
- Administration of the Society's merchandise sales and stock
- Administration of the Society's training programme including booking enquiries and preparation of course materials
- Administration of the Society's publications including the preparation and distribution of journals and newsletters
- Administration of the Society meetings including Executive Committee and Sub-Committees
- Administration of other Society activities including the AGM, Annual Conference (November), National Archaeology Week (July) and other events as required
- Undertaking general office duties including telephone, mail, email, filing, etc
- Providing administrative support to the NAS Programme Director and other members of NAS staff

#### Essential Criteria

- A competent administrator, the successful applicant must be reliable and responsible with a friendly telephone manner
- The successful applicant must be a careful worker who is capable of working unsupervised
- The successful applicant must have a good command of the English language and be able to write letters, emails and short news items for the Society's newsletter and website
- The successful applicant must have a sound knowledge of bookkeeping and basic accounting procedures. Experience in the use of Sage bookkeeping software
- The successful applicant must be familiar with the use of email, Microsoft Word and Excel

#### Desirable Criteria

- Previous experience of working within the charitable sector
- Experience of Microsoft Access and Publisher (although training will be given)
- Own transport and willingness to use own transport for Society business (as agreed by mutual consent)
- Some interest in either archaeology, heritage, publication, education or scuba diving