

ABF The Soldiers' Charity
Executive Assistant - Wales

ABF The Soldiers' Charity is the National Charity of the British Army. The Soldiers' Charity began in 1944 as the Army Benevolent Fund and rebranded in 2010 to ABF The Soldiers' Charity. With help from the public we support each and every soldier, veteran and their family who need our help, either by supporting individuals directly or through our partner delivery charities.

The Soldiers' Charity is now recruiting for the role of Executive Assistant, Wales, a similar post to 12 other positions located throughout the United Kingdom. Ideally the successful candidate will be able to start in August, for an initial 2 year fixed term contract. The role encompasses inter alia: responsibility for the day-to-day running of ABF The Soldiers' Charity's new regional office in Wales, providing a dedicated secretarial, administrative, database management, accounting and fundraising support to the Regional Director.

The post requires the individual to operate comfortably within both the military and civilian communities using their well developed communication skills. For this post candidates should possess strong interpersonal skills, be well organised and have an easy yet confident manner to be able to establish and maintain successful relationships with all ranks and a wide range of volunteers. You will be able to work on your own initiative and as part of a regional team whilst applying your persuasive, engaging character. Connectivity into Welsh political, administrative, public and private organisations is desirable for this role, as is an understanding of Welsh language and culture.

The role will be based primarily out of our new office location in Cardiff, but may require travel throughout Wales. A full, clean driving licence is necessary.

Candidates should be IT literate and, in particular, experience in the use of the Microsoft Office Suite, including Office 365 and social media tools is desirable. A good working knowledge of book-keeping and elementary accounting procedures is key for this post. Experience of fundraising and/or the voluntary sector would be desirable.

This is normally a full time post for 35 hours per week, however consideration may be given for a short week of 28 hours for the right candidate. The starting salary is circa £20,000 per annum with 26 days annual leave and competitive benefits after a probation period of 6 months. Closing date for applications is Friday 19 May 2017 with an interview date of Tuesday 23 May 2017 at Maindy Barracks, Cardiff.

If you wish to apply for this post please send your current CV and strong supporting statement to Tina Reading, HR Manager – treading@soldierscharity.org, for an informal discussion relating to this post please ring 0207 811 3219.

For postal applications
Tina Reading, HR Manager
ABF The Soldiers' Charity
Mountbarrow House
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London SW1W 9RB

ABF The Soldiers' Charity is an Equal Opportunities Employer