OVERALL PURPOSE OF ROLE

OVERVIEW
Alex, The Leukodystrophy Charity (Alex TLC) are a small, independent rare disease charity competing for essential resources within an extremely competitive arena. Ensuring we have accurate and comprehensive reporting for both senior management and our Board of Trustees is essential for the development of our short, medium and long-term strategies and budgets.

Like many other small charities, we have grown organically from an informal support group to the recognised voice for leukodystrophy patients and their families.

Leukodystrophies are a very rare group of inherited disorders, therefore we acknowledge that support will always be limited. We work towards diversity of income through our charity shop business (five sites), corporate partnership, voluntary income and grant making trusts.

As we grow, robust and comprehensive reporting alongside accurate data entry is essential for our continued success, decision making and strategic direction.

The Office Assistant will be responsible for the delivery of administrative and accounting tasks supporting the work of the Senior Management Team, Accounts Manager, fundraising, retail and support departments.
MAIN ACTIVITIES AND RESPONSIBILITIES

- Gift Aid claims
- Management of Gift Aid database
- Management of distribution service supplied to a peer charity
- Administrative support to the CEO & Senior Management Team
- Administrative support to the finance, fundraising, retail and support departments
- Banking

GENERAL RESPONSIBILITIES

- Ensure confidentiality at all times, only releasing confidential financial information with consent from the Chief Executive Officer
- Ensure compliance with General Data Protection Regulations and the organisation’s Privacy Policy
- Ensure adherence to Alex TLC’s policies and Staff Handbook.
- Undertake any other duties that are reasonable and are commensurate with the role.

OTHER FEATURES (TRAVEL, HOURS OF WORK, WORKING CONDITIONS ETC)

The role is part time and office based, work hours are flexible.

LOCATION

Alex TLC Head Office, 45 Peckham High Street, London SE15 5EB.

PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

ESSENTIAL:

- Mathematics qualification
- English qualification
- Excellent MS Office skills

EXPERIENCE

ESSENTIAL:

- Experience in an office environment
- Experience in basic accounting functions

BEHAVIOURAL COMPETENCIES

ESSENTIAL:

- Attention to detail
- Self-motivated
- Articulate
- Calm
- Methodical
- Resourceful
- Excellent organisational skills
- Excellent communication skills
- Innovative
- Willingness to learn about leukodystrophies and the work of Alex TLC

**DESIRABLE:**

- Experience of working in the charity sector