



Energy Local

Administrator and Communications Vacancy

2 days per week (further hours possible depending on skills set)

Introduction

“Energy Local is a social enterprise that is transforming the electricity market for local communities and small-scale renewable generation. Our mission is to support the establishment of thousands of local, not-for-profit, Energy Local Clubs (ELCs). This will allow local renewable generation to be used locally, benefitting consumers, communities, and local renewable generators; building a better, local electricity system.”

We are a small team developing the Energy Local business model with technical, local development and community energy organisations. We are looking for administrative support, depending on skills set this could be combined with other roles.

Overview of Tasks

Task 1 Prepare claims and documentation for grants and maintain records required.

You will be responsible for preparing timesheets, reports and invoices for government grants and all records for reporting. This includes liaising with key points of contact in government organisations.

Task 2 Bookkeeping, Pay Role and VAT Returns

You will be responsible for managing bookkeeping via Xero for gathering timesheets and calculating hours to send to payroll (external) and preparing VAT returns.

Task 3 Support financial reporting

You will support the directors in preparing financial reports for the board and ongoing financial monitoring.

Task 4 Communications, other filing and record keeping

You will be responsible for ongoing record keeping and communications as required to support the team.

Other requirements

You must be prepared to:

Work within a project management framework, provide regular updates and contribute to discussions in management meetings.

Report progress to the Technical director on a weekly basis and participate in management calls.

Maintain accurate and up-to-date records

Skills and expertise

Good IT skills and be able to get up to speed on different software quickly.

Good organisational skills and experience in administration.

Team working.

Salary Range

This will depend on the experience and skills. Minimum starting salary £21k pro rata. We also have other opportunities in engagement and communications that we will consider combining with this role. Please contact us for more details.

Contact

Those interested please contact the emails below with a CV and relevant experience. Please emphasise your appropriate skills and experience.

rania@energylocal.co.uk, mary@energylocal.co.uk

For an informal discussion or with any questions please ring Rania Alqass on 07496160164.

Closing date 27th October.

We will review applications as they are received.