

Coexist Community Kitchen- Administrator & Office Coordinator

Job description

Application deadline: 18th September noon

Interview Date: 25th September

Start date: October

Place of work: Mivart Street

Hours: 16 hours a week (with the possibility of moving to 24 hours)
(must be able to work Wednesdays at our kitchen but flexi working and remote working can be discussed)

Wage: £16 an hour (PAYE)

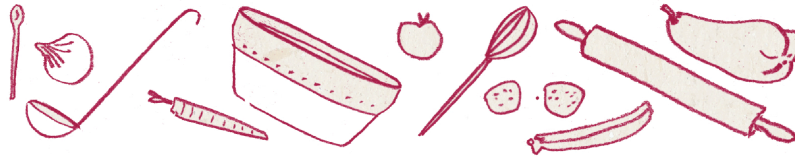
Please send the application form to food@coexistuk.org by deadline.

If successful, you'll be invited for interview by the 20th September.

Coexist Community Kitchen - we believe in a world where everyone is nourished

Our main passion is that everyone should be able to have spaces in which they can share food together, learn and teach skills and create strong connections with others. We see food as the most simple and easy way to support each other in building a stronger, healthier and more joyful society. We have been doing this for over 10 years and have worked with 1000s of people across Bristol and the South West. This has been through small cookery classes where people learn and share skills around food but most importantly meet each other, build connections, share food and feel at home. We have built strong partners with many organisations in Bristol that want to do the same- drug and alcohol services, mental health organisations, refugee and asylum seeker groups. Over the years we have been doing this, we have seen people, including ourselves, experience great change, build friendships and feel part of our home.





*****Coexist Community Kitchen is committed to a policy of equal opportunities and positively welcomes applications from all sections of the community. We encourage people to apply who may have experienced obstacles with employment due to a multitude of pressures in this society. Please get in touch if you have specific questions around access needs, extra support or anything else.*****

Job Purpose

The chosen candidate will support our whole team in financial and administration tasks to help us be as effective as possible. This person an integral member of the team and work with everyone on different aspects of the project

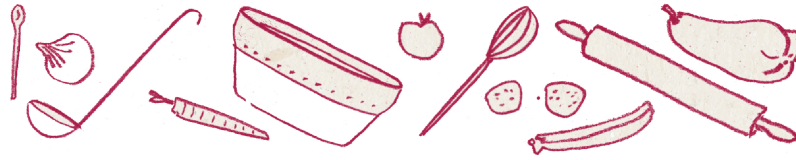
Key Responsibilities

- Processing payments, invoices, income and receipts and entering data into Xero
- Reconciling the bank account
- Paying invoices
- Completing VAT returns
- Developing monthly financial statements including cash flow, profit and loss and balance sheets
- Preparing employee wages
- Managing employee expense claims
- First point of contact for catering, venue hire & workshop enquiries
- Support the Creative Marketing Lead with on-line shop sales
- To administer and continuously improve relevant processes, including:
Ordering supplies for kitchen & office, admin for HR, calendar & programming
- Minute meetings
- Attending team meetings
- Maintaining a clean office environment

Essential Skills and Experience

- Demonstrable experience in book-keeping, finance, admin systems and processes
- Excellent IT skills, including use of Xero, Microsoft Office, google drive
- Experience of initiating, developing and maintaining administrative systems





- Able to work independently
- Excellent interpersonal skills, the ability to communicate with a wide range of people with a confident and approachable manner
- Organised, punctual and reliable

Desirable Experience

- Passionate about food and community initiatives
- Experience in a food environment or project management team
- Knowledge about Bristol's food sector (community and private)
- Mental health awareness
- Disability awareness
- Knowledge about asylum & refugee system
- Relevant HR experience

