**Part time Administration Assistant**

Bluestone Planning Partnership is a Town Planning consultancy based on the Shrivenham Hundred Business Park. This role is crucial to our growing business and will involve a range of tasks to help the office to run smoothly. Initially most tasks will be allocated, but it is expected that over time the candidate will develop their own understanding of the business processes. Training will be given where necessary.

The job involves:

* Collating timesheet and expenses data
* Maintenance of financial data, income, outgoings
* Assisting with preparation of monthly financial information
* General office tasks to support the team as required

The job requirements are:

* Enthusiastic telephone manner
* Good attention to detail
* Ability to follow instructions
* Good written and spoken English
* Competent with numbers and mathematics
* Methodical
* Familiarity with MS office applications

**Location**

The Bluestone Planning office is located on the Shrivenham Business Park

**Pay and hours**

Starting in December the job holder is required for 1 day a week; the pattern of work hours is negotiable e.g. it could be split over two half days.

The pay rate is negotiable depending upon experience.

**Applications**

By email with a covering letter and a brief CV outlining job experience to date

**Job Type**

Part-time

**Experience**

Previous administrative assistant experience would be an advantage.