**Administration Assistant vacancy at Brundall Memorial Hall**

The Brundall Memorial Hall has a vacancy for a part-time Administration Assistant. This interesting position includes managing Hall bookings and liaising with hirers, office administration and financial management. The latter includes a reconciliation of bank statements and preparation of documents, such as quarterly profit and loss accounts to present to Committee for agreement.

The activities require a degree of literacy, numeracy, basic accounting and computer competence.

Working from an office in Hall, the hours are flexible, being approximately 12 hours per week, between 9 to 5 over agreed days of the week.

Interested applicants, to request an application form, should contact *Jamie Smith,* The Chair of Brundall Memorial Hall Committee, Links Avenue, Brundall, Norwich, NR13 5LL, or (b) *telephone:* 07908506046 *or (c) email: fredericksmith704@gmail.com details*).

**Closing date for applications is Wednesday November 28th 2018**