

## Insurance Administrator

**Hours:** 21 hours per week, includes occasional evening and weekend work

**Salary:** £11,769 gross per annum (£20,456 FTE) / Pay Scale 320

**Location:** Community First offices in Hopton Park, Devizes

### Community First

Community First is a dynamic charity committed to supporting communities across Wiltshire and Swindon. Our team goes the extra mile to create brighter futures for those living and working in the county. Putting people first is at the heart of everything we do.

### The Role

This is an exciting post for a well organised, confident, adaptable and motivated individual to provide administrative support for the Village Hall and Parish Council Insurance Scheme.

You will have a thorough understanding of Microsoft Office, particularly Word and Excel, and have good written and verbal communication skills. It is essential that you have a good telephone manner and that you are confident in dealing with a wide variety of people. Previous experience of working in an insurance environment is not necessary as full training will be given.

Benefits package include 25 days' pro rata paid holiday, staff pension scheme, flexible working conditions and training opportunities.

To download a job description, person specification and an application form for this job, please visit <http://www.communityfirst.org.uk/vacancies>. Please note we are unable to accept CVs.

**Closing date:** Midday, 27<sup>th</sup> June 2019

**Interviews:** 10<sup>th</sup> July 2019

For additional information, please contact Samantha Beale, Head of Finance on 01380 732803 or [sbeale@communityfirst.org.uk](mailto:sbeale@communityfirst.org.uk)

Community First is an Equal Opportunities Employer