

Vacancy : MEMBERSHIP ASSISTANT



NATIONAL
LIBERAL CLUB

About us

The National Liberal Club is London's most inclusive private members club with a philosophy to celebrate difference and enjoy life. Founded in 1882, the Club occupies a historic building overlooking the Thames, and offers its members and guests an oasis of calm, comfort, and elegance in the heart of Westminster.

Main responsibilities

- Maintain Membership records including changes of address
- Prepare Membership Information packs and respond to Membership enquiries via letter and email.
- Process paper and online application forms, obtain missing information and direct debit details, scan forms and upload to Teams.
- Produce monthly Election List.
- Prepare new Member letters and packs, and post out with Membership cards
- Process Member resignations.
- Prepare occasional temporary Membership cards and letters of introduction.
- Mail merge correspondence including membership events and subscription statements.
- Process direct debit forms and follow up cancelled arrangements.
- Process changes in payment type and frequency.
- Carry out Banking and produce subscription receipts.
- Post payments and produce audit reports.
- Assist with direct debit collections.
- Follow up with debtors by letter and telephone and producing debtors reports.
- Produce Membership analysis reports.
- Input data for example, new subscription rates.
- Produce Voucher letters.
- Assist with Newsletter material.
- Archive records.
- Assist with Membership Committee preparation – photocopying papers etc
- General administrative tasks, correspondence, filing & photocopying
- Support the Membership Secretary and assist with other duties as required.
- Undertake other tasks outside the immediate scope of the role from time to time, for example Front Desk cover at lunchtime.

To be successful in this role, you should possess the following:

- Previous experience in an administrative role with some financial tasks.
- Experienced user of Office 365, particularly excel, word and outlook.
- Experienced user of a computerised data base system.
- Excellent communication skills with good spoken and written English
- Excellent customer service skills with a flexible and helpful approach.
- Well-organised with effective multi-tasking and time management skills.
- Excellent attention to detail.
- Strong IT skills.
- Basic bookkeeping skills.
- Team-player who takes direction well and show initiative.

Job Types: Full-time, Permanent

Location: London SW1, Office Based

Pay: £28,000 – £30,000 a year

Expected hours: 40 per week

Shift and schedule: Monday to Friday, 8-hour shift, day shift, flexible

Benefits:

- Complimentary meals while on duty.
- Employee Assistance Programme.
- 20 days holiday per annum plus bank holidays
- Company sick pay, life assurance and season ticket loan on successful completion of the probationary period.
- Annual staff fund (bonus).

If you are interested in this opportunity, please send your CV today



Email:
hr@nlc.org.uk