



Job title: Account Assistant

Salary: £17,000 – 21,000 (subject to experience), plus excellent benefits

Location: Tower Point, Brighton (central location)

Job type: Permanent

Hours per week: 37.5 hours full time. Flexible working options available. Part time considered although 8 am – 4 PM Monday is essential.

Closing Date: 31st January 2020, however, we are looking to have the position filled quickly so early application is encouraged.

Purity is a full service telephone fundraising agency specialising in charity and NGO fundraising. Working with clients such as Greenpeace, Care International and Prostate Cancer UK focusing on supporter recruitment and development. To support new business growth we are looking for an Account Assistant to support the Client Services team.

Our ideal candidate will have a passion for fundraising/knowledge of the non-profit sector. Previous experience in fundraising will be an advantage. You'll use your excellent organisational skills to assist on client projects and support the Client Services team to deliver fundraising campaigns for amazing causes. You'll have an exceptional eye for detail, be good with numbers and able to work to deadlines. We would like to fully integrate you into the Client Services team with room for the role to develop as you do, with a clear career progression path within the company. The role is office based but may occasionally require travel from Brighton to London to attend client meetings, fundraising conferences and training events.

Client Account Assistant

- Excellent understanding of Excel
- Strong project management skills – this role will work across all of our 31 clients.
- Great communicator and a team player.
- Ability to be flexible, respond positively to change.
- Ability to form positive relationships with colleagues and clients
- Admin support to the team such as note taking and appointment management
- An understanding of quality and compliance in telephone fundraising would be useful
- Passion for the third sector essential
- Eye for detail
- Work effectively under pressure and deal with conflicting priorities
- Self-starter who is keen to take responsibility for their own work and actions
- Provides evidence of effective IT skills
- Creativity and digital skills encouraged
- Previous experience with a charity or fundraising agency welcomed

Please call 07939980908 for an informal chat or apply with a covering letter and C.V. to amanda@purityfundraising.com

(Amanda Froude Evans – Client Services Director)