

BRANCH SECRETARY VACANCY

Location: Remote & Horndean, Hampshire.

Honorarium: As agreed by the Branch. Honorarium details will be provided upon application.

Straightforward financial solutions with a human touch

Foresters Friendly Society is a successful financial service company with Head Quarters based in Southampton, Hampshire and over 60,000 members. Foresters is a Mutual Society and therefore our profits are distributed to our members through policyholder bonuses rather than going to shareholders. We also provide a unique membership package and, only last year, we paid over £1.65 million to members in discretionary grants and charitable donations. Foresters Friendly Society has been delivering financial products that are useful, competitive, and straightforward for over 185 years.

We have an opportunity to join our dynamic and supportive network of branches as a **Branch Secretary** in Horndean, Hampshire. Overseeing the branch's administration, you will be working closely with the Branch Committee of Management and the Branch Services Manager, to assist and drive the branch to provide great service and positive outcomes for branch members.

Branch Secretary, your duties:

- Corresponding with Branch Members, managing enquiries in a timely manner
- Writing to new Members within two weeks of them joining to increase Member engagement
- Ensuring that the Branches systems and services comply with the Society's rules, policies, and procedures
- Driving the continuous improvement of service delivered by the Branch
- Undertaking day-to-day administrative duties of the Branch and maintaining financial records
- Participating in audit reviews of the Branch and accreditation
- Liaising with the Branch Helpdesk, Head Office, and Branch Development Officers
- Administering the Branch Meeting, including production of an agenda, all materials for the Meeting, take minutes and action the decisions agreed
- Working with the Branch Officers to organise and attend at least four Branch Meetings per year
- Organising Branch social events as agreed at Branch Meetings
- Attending Branch social events where possible & travelling to Society's business events as and if required

Branch Secretary, experience and skills:

- Previous experience within similar role – administrative support
- A working knowledge of basic accounting/bookkeeping
- Adaptable and responsive with excellent organisational and time management skills
- Proficient user of Microsoft Office programs
- Outstanding communicator with strong interpersonal skills
- Self-motivated with ability to use own initiative

- Friendly and easily approachable team player
- Practical problem-solving skills
- Exceptional attention to detail

Branch Secretary, the benefits:

- Opportunity to work within a proactive and supportive network of branches
- Honorarium (payment) paid as agreed by the Branch plus reasonable expenses
- Flexible part-time hours of work around other commitments, providing necessary tasks are completed within required timescales. Hours to be negotiated with the Branch.
- Hybrid working – remote and at Branch Meeting Location

To apply for the role or for further information, please contact the branch on court3797@forestersfriendlysociety.co.uk or the Branch Development Officer, Linda Levett on llevett@forestersfriendlysociety.co.uk.