



Vacancy – Administrative Assistant

Fixed-Term Maternity Cover November 2026 – August 2027

Alderney Electricity Limited is looking for an organised, approachable and reliable Administrative Assistant to join our team on a fixed-term basis to provide maternity cover.

The role will be for a minimum of three days per week, with the possibility of full-time hours.

The position is ideally expected to commence **1 November 2026** and continue until **30 August 2027**.

Key responsibilities will include:

- Responding to customer and public enquiries face-to-face, by telephone and by email
- Providing general administrative support across the business
- Assisting with bookkeeping and accounting tasks
- Using Sage accounting software
- Inputting meter readings and preparing invoices, together with associated updates to customer records within the meter management system
- Assisting with company projects, including tariff reform work and Smart Meter rollout projects
- Providing a small amount of HR and staff administration, including booking flights and training courses
- Supporting other administrative duties as required

About you

We are looking for someone who:

- Has experience working in a busy office environment
- Is confident and professional when dealing with customers and members of the public
- Demonstrates a high degree of integrity, professionalism and confidentiality
- Is IT literate and confident using Microsoft Office applications
- Has bookkeeping experience
- Ideally has a working knowledge of Sage accounting software
- Has a flexible, organised and proactive approach to their work and working hours
- Is comfortable managing a varied workload and working as part of a team

Interested?

To apply, please send your CV, including the names and addresses of two referees, together with a covering letter explaining how your experience and skills meet the requirements of the role. Please include relevant examples where possible.

Applications should be emailed to manager@alderney-elec.com - **Closing date:** 30th September 2026