



OFFICE SERVICES

Would you like someone to:
Make life easier for your trustees and staff
Deal with some of your admin workload
Help you to keep improving your services ?

I can support your organisation by:

Dealing with **Charity Commission** and **Companies House** returns

Servicing **committee meetings**, including minute-taking

Taking on the **role of company secretary**

Helping with **staff recruitment**, including person specifications and job descriptions, dealing with advertisements and managing the application process

Designing and **printing publicity materials**, annual reports and stationery etc

Proof-reading and **formatting reports** and other documents

Providing **general administrative back-up** as required (e.g. co-ordinating mailouts and maintaining petty cash systems)

✓ **HIGH-QUALITY, DEPENDABLE AND AFFORDABLE**

✓ **12 YEARS' VOLUNTARY SECTOR EXPERIENCE**

✓ **AN NCVO APPROVED CONSULTANT**

✓ **LICENSED PQASSO MENTOR**

Need more info?

Contact Ian:

0114 258 6348

07891 291197

ian@ipaconsultancy.co.uk

www.ipaconsultancy.co.uk

Specialising in voluntary sector support

“Ian proved himself to be patient, dedicated and supportive in working to our specific organisational needs and constraints.”