



Job Title: Administrative Assistant

Location: Head Office, Swansea

Hours: 35 per week

Salary: £16,400

Terms: Fixed until 31.3.2019

Job Purpose

The post holder will support the organisation's back office staff, in order to increase output across finance, HR and administrative departments.

Job Summary

As a member of the admin team, you will play an integral role in the everyday administrative work of the organisation; working across departments to support your colleagues in the execution of their duties.

This means that you will be expected to work in a range of areas, including HR, finance, governance and central administration.

Due to the varied nature of this role, the post holder will need to have strong organisational skills and should be adept at managing several pieces of ongoing work simultaneously.

Finance

Under the direction of the Finance Manager, you will be responsible for:

1. Ensuring all supplier invoices and payments are processed.
2. Ensuring all of the Charity's income is claimed.
3. Ensuring all payments and receipts are input to Sage Accounting software.
4. Managing income in relation to Housing Benefit receipts.
5. Administering the petty cash system.
6. Assisting the Finance Manager in carrying out other tasks as requested.

HR

Under the direction of the HR Coordinator, you will be responsible for:

1. Writing and issuing reference requests.
2. Processing paperwork and recording information for all new starters and leavers.
3. Scanning and photocopying documents for personnel files.
4. Providing administrative assistance with staff training; liaising with providers, booking delegates and managing staff training records.
5. Any other HR administrative issues, as required.

Central Admin

Under the direction of the Office Manager, you will be responsible for:

1. Purchasing and stock control for office supplies, such as stationery, refreshments and equipment, ensuring that the organisation achieves best value for money wherever possible.
2. Assisting with governance administration; organising meetings, communicating with Board members, minuting meetings.
3. Providing a high quality, responsive service to customers, over the telephone, in person and by email.
4. Organising events and meetings; liaising with facilitators and staff to ensure that room layout and IT provision are set up appropriately; organising the provision of catering, where required.
5. Maintaining the central calendar for events/room bookings and ensure that the information is published for all staff to view.
6. Ensuring that all office equipment is in working order and stocked with consumables.
7. Maintaining the staff sign in sheet, the visitor's logbook and duty sheets, in line with the organisation's health and safety procedures.
8. Assisting with the day to day management of the organisation's archiving system; indexing files, monitoring data retention in line with legal requirements and organising confidential disposal.

General

You will also be expected to fulfil the following duties, alongside those outlined above:

1. To be able to work in a busy environment and maintain a sensitive and sympathetic manner.

2. To have key holding responsibilities and to help ensure that the building is secure at the end of each working day.
3. To ensure that all relevant work areas comply with requirements set out in the organisation's Data Protection, Privacy and Confidentiality Policy.
4. To help manage the control of all keys for the Customs House, including the allocation and recording of keys for the premises to staff working from the building.
5. To ensure that health and safety standards are adhered to across all areas of work.
6. To perform light cleaning duties, as required.

In addition to the duties and responsibilities outlined, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

You will be subject to a performance review which will incorporate a review of the above duties and performance over the period.

Person Specification

	Person Specification	Desirable / Essential	Assessed on Application Form	Assessed at Interview
1	Skills & Abilities			
1.1	Demonstrates resilience while maintaining high performance, even when under pressure	E	✓	✓
1.2	Excellent communication skills with the ability to engage and build strong relationships at all levels	E	✓	✓
1.3	Ability to effectively organise/prioritise workload and adhere to deadlines.	E	✓	✓
1.4	Ability to multi task effectively	E	✓	
1.5	Strong IT skills, including word processing, databases, spreadsheets, Powerpoint and Sage 50 (or equivalent).	E	✓	✓
1.6	Basic numeracy skills	E	✓	
1.7	Accuracy and attention to detail	E	✓	
1.8	Ability to take minutes	D	✓	
1.9	Experience procuring office supplies and sourcing best value options.	D	✓	✓
1.10	Ability to communicate in Welsh.	D	✓	✓
2	Knowledge			
2.1	Good standard of literacy, with the ability to write formal communications in a business style format i.e. letters, emails, public notices	E	✓	
2.2	Demonstrable understanding of accounting processes	D	✓	✓
3	Other			
3.1	An ability to relate to a wide range of people including vulnerable individuals.	E	✓	✓
3.2	Self motivation and ability to take initiative where necessary.	E	✓	✓
3.3	'Can do' approach	E	✓	✓
3.4	Commitment to continuous self-improvement	E	✓	✓