ANNEX A: JOB DESCRIPTION AND PERSON SPECIFICATION –
Office Administrator

Office Administrator
Job Description and Person Specification
Responsible to: Director

£20,000 per annum pro rata (21 hours)

-Supporting external accountant with general bookkeeping, including inputting data to sales and purchase ledgers
-Responding to general external inquiries by email, phone, post
-Liaising with suppliers

Job Purpose
Finance
• Support the Director and accountant to monitor income, expenditure and cash flow and update the organisation's budget accordingly, as per existing financial management system.
• Record incoming financial resources, process all invoices and expense claims and raise invoices as required.
• Maintain the petty cash and ensure accurate recording of all petty cash expenditure.

Administration
• Act as the central point of contact for telephone, email and postal enquiries
• Undertake IT troubleshooting and liaise with our external IT consultant to ensure the good maintenance and operation of the IT network and website.
• Meeting and event administration (setting meeting dates, collating and issuing agendas and papers, arranging venues and catering, taking minutes).
• Ensure that all filing, both paper and electronic, complies with our data protection guidelines.
• Provide the day-to-day administration for the office (drafting letters, ordering all office supplies).
• Provide some PA and secretarial support to the Director and senior team.
• Support Director in administrative HR functions, such as recruitment, induction and staff annual and leave.

Website and Communications
• Update website content as required via a user-friendly content management system
• Support communications manager in producing monthly e-newsletter

Office and Facilities Management
• Deal with all internal services, including suppliers, repairs and security.
• Liaise and negotiate with external suppliers including equipment lease agreements, insurance renewal and regular office checks (PAT, fire safety)
• Ensure the office is safe and tidy and act as designated Health and Safety representative.

**Person Specification**

**Required:**
• A minimum of 2 years’ experience holding a responsible position in a general office environment.
• Exceptional organisation, planning and administration skills.
• Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry.
• Self-motivated, punctual, reliable, able to maintain confidentiality.
• Excellent written and spoken (face to face and phone) communication skills.
• Excellent numeracy skills.
• Experience in working with minimal supervision.
• Experience working flexibly in a small team, building strong day-to-day relationships with colleagues.
• Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines.
• Commitment to equal opportunities policies and practices, and the promotion of equalities.

**Desirable:**
• Experience in managing events and conferences.
• Experience in HR administration
• Experience of monitoring and/or planning budgets.
• Experience of updating websites and/or managing e-newsletters.
• Knowledge of the charity/voluntary sector.