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Description automatically generated with medium confidence

Role Summary

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| --- | --- |
| Job Title | Administration and Finance Officer |
| Salary | £25,500 per annum pro-rata |
| Contract | 15 hours per week |
| Leave | 25 days pa pro rata plus public holidays |
| Pension | The People’s Pension |
| Location | Hybrid, but will need to work from the Park Centre in Knowle at least one day per week |
| Accountable To | Directors |
| Job Purpose | * Offer efficient, effective and friendly administrative support to the team * Maintain safe and secure records * Update data on CRM system * Financial administration * Keep basic HR records |

Role Description

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| --- | --- |
| Administration | * Respect and maintain the confidentiality of all staff, volunteers and trainees * Undertake general administrative duties for team * Coordinate communication between team members, schedule meetings, distribute reports and keep all parties informed of service updates * Organise, attend and minute team meetings and Board meetings * Administration of grants (allocating spend, noting deadlines for reporting) * Maintain database of policies * Help with ‘onboarding’ new trainees |
| Data Processing | * Ensure all data and personal records are handled sensitively and in accordance with GDPR and confidentiality policies * Input/update trainee/staff/volunteer records in Salesforce * Upkeep of databases |
| Facilities | * Keep records of equipment needing PAT testing * Organise repairs of equipment as needed * Carry out building induction with new recruits |
| Finance | * Input invoices and staff expense claims into Xero * Prepare and send invoices to customers * Responsibility for petty cash |
| HR | * All administration around preparing job adverts, shortlisting and inviting to interview * HR – issue contracts, log annual leave, admin support for job adverts/liaising with applicants * Prepare and send induction packs to new recruits * Provide administration support when onboarding new staff, including DBS checks and safeguarding training * Arrange annual review meetings |
| General | * Work flexibly and with initiative to meet the core aims of the service * Engage in training and development appropriate to the role * Commit to the core values of Step and Stone * Ensure all paper and electronic personal records are managed and stored safely * Respect and maintain the confidentiality of all staff, volunteers and trainees |

Person Specification

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| --- | --- | --- |
|  | Essential | Desirable |
| Education & Training |  | * Business administration |
| Experience |  | * Familiarity with people with learning differences |
| Knowledge |  | * Familiarity with Salesforce, Xero, G Suite, Excel |
| Skills | * Ability to maintain confidentiality * Outstanding organisational skills * Ability to build and maintain positive relationships with team and customers * Ability to multitask and prioritise * Thorough with good eye for detail * Excellent communication skills * Excellent IT skills | * Confident under pressure |
| Personal Qualities | * Resilient * Approachable, polite and friendly personality * Adaptable * ‘Can do’ attitude * Strong interest in equality for people with learning differences |  |