

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
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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
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| 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
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| Facilities | * Keep records of equipment needing PAT testing
* Organise repairs of equipment as needed
* Carry out building induction with new recruits
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| Finance | * Input invoices and staff expense claims into Xero
* Prepare and send invoices to customers
* Responsibility for petty cash
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| 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
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| 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
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Person Specification

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|  | Essential | Desirable |
| Education & Training |  | * Business administration
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| Experience |  | * Familiarity with people with learning differences
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| Knowledge |  | * Familiarity with Salesforce, Xero, G Suite, Excel
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| 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
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| Personal Qualities | * Resilient
* Approachable, polite and friendly personality
* Adaptable
* ‘Can do’ attitude
* Strong interest in equality for people with learning differences
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