**Job Specification**

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| **Job Title:** | Office Administrator | **Salary** |  £19,000 |
| **Position Type:** | Full Time (37 hours per week) | **Holidays:** | 25 days plus bank holidays, increases to 30 after 5 years’ service |
| **Reporting to:** | Head of Finance | **Location:** | Front Office / Reception |
| **Job Summary** |
| To maintain a professional, efficient, and effective Reception / Administration office.  |
| **Responsibilities and Duties** |
| * Ensuring information records are maintained and disposed of in accordance with the Charity’s Retention Policy
* Reception duties inclusive of responding to calls, correspondence and greeting visitors
* Undertaking administrative tasks including data input, filing and printing
* Responsibility for internal and external bookings
* Maintaining and developing efficient office systems
* Purchasing office supplies and maintaining office equipment
* Processing purchase order requests
* Dealing with incoming invoices
* Processing petty cash, card payments and banking
* Supporting the HR function with staff recruitment, training and record keeping
* Supporting compliance with Health & Safety, and security
* Promoting high standards of personal professional conduct
* Maintaining awareness of and compliance with all Policies and Procedures
* Embody the overall Vision, Mission and Values of the Charity
* Other administrative duties as required and consummate with the role

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| **Qualifications and Skills** |
| * NVQ level 3 in Business Administration or equivalent preferred
* Proficiency in Microsoft Office software
* Excellent verbal and written communication skills
* Ability to work as an individual as well as part of a team
* Attention to detail and thoroughness
* Proven experience in managing multiple responsibilities and ability to work under pressure
* Excellent time management skills and the ability to prioritise effectively
* Previous use of accounting software is desirable
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