**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 | | | |
| **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 | | | |