

## JOB DESCRIPTION

<b>Job Title:</b>	Office Administrator				
<b>Hours of Work:</b>	37	<b>Annual Leave</b>	25 days + B. Hols	<b>Salary Range:</b>	£19,000 per annum
<b>Location:</b>	Reds in the Community, Grove St, Barnsley, S71 1ET			<b>Reporting to:</b>	Compliance Officer
<b>HR Contact:</b>	Rebecca Lee			<b>Contractual Status</b>	Permanent
<b>Date posted:</b>	8 <sup>th</sup> December 2021			<b>Posting Expires:</b>	5 <sup>th</sup> January
<b>External posting URL:</b>	<a href="https://barnsleyfccommunity.co.uk/job-vacancy/">https://barnsleyfccommunity.co.uk/job-vacancy/</a>				

### Applications Accepted By:

Please apply by downloading and completing the job application form which can be found on Reds in the Community Website- <https://barnsleyfccommunity.co.uk/job-vacancy/>

**Reds in the Community no longer accept CV's**

**Attention:** Rebecca Lee- Compliance Officer

### Job Description

#### Roles and responsibilities

- 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 requested by your Line Manager

#### Qualifications and Education Requirements

- NVQ level 3 in Business Administration or equivalent preferred