

	Football Unites, Racism Divides (FURD)
	JOB DESCRIPTION
POST TITLE	Office Administrator
SALARY RANGE	£20,202 to £22,126 (pro-rata)
Hours	18.5 hours
RESPONSIBLE TO	Co-Chief Executive Officer
PURPOSE OF JOB	<p>We are seeking a reliable Office Administrator who will be responsible for administration and reception tasks, collection and recording of monitoring data and assisting with finance tasks. The ideal candidate will be self-motivated, trustworthy, and competent in prioritising and working with little supervision.</p> <p>The post provides the successful candidate with the opportunity to work in a busy customer service environment, general administration, management of monitoring data and booking information system and supporting the finance function of the organisation. We appreciate the wide ranging tasks which this job entails and will be giving full training in areas required to the suitable candidate.</p> <p>Some evening and weekend work will be required occasionally.</p> <p>Closing date for applications: 5pm Friday 28th July</p> <p>Interviews week beginning: Monday 14th August 2023</p>

JOB DESCRIPTION FOR POST OF:- Office Administrator
SPECIFIC DUTIES AND RESPONSIBILITIES

SPECIFIC DUTIES AND RESPONSIBILITIES

MAIN RESPONSIBILITIES

- To manage the reception area during working hours, take bookings and provide information service via person, call, and email to all service users.
- To organise the reception area, ensuring that information is up to date and available to service users and provide a welcoming space for all who access the centre facilities.
- To provide administrative support to the Chief Executive officers and the Senior Management team in different projects when needed.
- To operate and assist in the development of administrative and Client Management systems, including managing monitoring data in Views and managing bookings of facilities in Mindbody.
- Manage a petty cash Imprest system using set spreadsheet and sending monthly records to finance. Ensuring all cash expenditures adhere to FURD financial policy and procedures and are correctly documented and recorded.
- To manage their own company credit card for use of buying office items authorised by CEOs and withdraw cash to top up petty cash, sending completed credit card form and receipts to finance monthly.
- Weekly banking. Counting up the weekly takings, reconciling it with the receipts and taking cash to bank.
- Work collaboratively with the facilities team to ensure cleanliness, repairs and other maintenance of the facilities are carried on with relevant vendors or the council.
- To undertake general office duties including mailing, filing, photocopying, and collating and ordering of stationery.
- To undertake training and continuous personal development identified as relevant to the post and ensure the confidentiality of all information.
- To undertake any other duties as appropriate to the grade and purpose of the post as may be required after negotiations between management, the post holder and appropriate Trade Unions.
- To organise team meetings and provide all executive support to maintain clear communications.

RELATIONSHIPS

- To work collaboratively as part of the FURD team and to contribute to team meetings and the development of projects

- To take responsibility for providing support to project managers to ensure meetings and events run smoothly and work collaboratively with team FURD to build positive relationships among service users

DECISION-MAKING

- To maintain and order office supplies, stationeries and other materials to support the day-to-day running of the organisation.

KNOWLEDGE AND SKILLS

- Ability to prioritise work effectively to meet daily deadlines and to pay close attention to detail.
- Good teamwork skills and the ability to work productively and collaboratively with colleagues beyond the immediate team and customers, upholding principles of FURD at all times.
- Good oral and written communication skills, with the ability to clearly relay information to a diverse group of customers.
- Ability to use initiative and work effectively without close supervision.
- A proven aptitude for IT, including proficiency in the use of Microsoft Office programmes and an interest in learning how to use new systems (training will be provided as required).
- Good financial knowledge in maintaining budgets, cash flow and basic numeracy
- Good analytical and numerical skills
- Basic MS Excel skills

WORKING CONDITIONS:

Flexible Working

- Work flexibly as required to ensure that levels of service provision are achieved within agreed frameworks for flexible working, will include some evening and weekend work.

Emotional Context

- The role may involve dealing with vulnerable service users with kindness, and patience adhering to the FURD safeguarding policies that support a trauma-based approach.

GENERAL

- The post holder must, at all times carry out their duties and responsibilities in accordance with FURD policies and procedures, in particular those relating to Equal Opportunities, Health and Safety, and the Environment
- To undertake any other duties and responsibilities appropriate to the grade and purpose of the job as may be determined between the post holder, management and the appropriate trade union
- It is the responsibility of all staff to be vigilant and to immediately report safeguarding concerns, suspicions or allegations they have or is made aware of, no matter how small or trivial they may appear to be

PERSON SPECIFICATION

QUALIFICATION	ESSENTIAL REQUIREMENTS Level 3 or above qualifications in Business Administration or equivalent work experience specific to the post.
KNOWLEDGE	The responsibilities expected of an Office Administrator - Working with confidential information. - Maintaining booking, data monitoring and finance records - Experience of using relevant financial systems for example QuickBooks, Excel.
EXPERIENCE	Efficient and effective use of administrative, information and IT systems. (Microsoft Office 365) Telephone and reception Organising self to achieve team and service objectives.
SKILLS	Good communication (verbal and written) and numerical skill. Excellent administration skills and use of booking, data monitoring and finance systems.
PERSONAL QUALITIES	Working with confidential information. Dealing sensitively and appropriately with facility users and other partners
WORK-RELATED CIRCUMSTANCES	Contributing to providing a healthy and safe working environment. Working under own initiative and as part of a team. Ensuring the efficient and effective use of resources.