

## **JOB DESCRIPTION**

<b>Job title:</b>	Administrative and financial assistant
<b>Hours:</b>	15 hours per week
<b>Contract duration:</b>	1-year fixed term
<b>Responsible to:</b>	CEO
<b>Office location:</b>	Earthworks, Hixberry Lane, St Albans, AL4 0TZ
<b>Purpose of post:</b>	To provide highly effective and efficient administrative support to the charity

### **Main Duties**

#### **1. General administration**

- 1.1 Provide administrative support to the Earthworks staff team and Board as required.
- 1.2 Monitor, respond to and redirect communications received, specifically via (but not limited to): email, telephone and post.
- 1.3 Maintain paper and digital records in line with data protection legislation.
- 1.4 Proficiently use Microsoft Office suite including Word, Excel, Outlook, Publisher and PowerPoint.
- 1.5 Create and maintain Excel spreadsheets to support the wider team as required.
- 1.6 Assist with the administration of volunteer recruitment and management.
- 1.7 Support the planning and delivery of Earthworks' public open days and events.
- 1.8 Produce marketing and communication materials as required, including easy-read materials.
- 1.9 Provide administrative support to Earthworks' fundraiser as required.
- 1.10 Ensure that the office is kept clean and tidy, with particular attention to infection prevention and control measures.
- 1.11 Monitor and purchase office supplies.

#### **2. Financial administration**

- 2.1 Use SAGE 50 accounting software to record income and expenditure.
- 2.2 Maintain paper record of income and expenditure.
- 2.3 Verify, process and pay all incoming invoices.
- 2.4 Issue invoices for goods and services provided by Earthworks and track payments.
- 2.5 Count and bank incoming cash in line with Earthworks' policies and procedures.
- 2.6 Process and bank incoming cheques.
- 2.7 Process staff expenses in line with Earthworks policies and procedures

### **3. Company and charity administration**

- 3.1 Submit the annual Charity Commission and Companies House returns.
- 3.2 Update Companies House and Charity Commission records as required.

### **4. General Duties and Responsibilities**

- 4.1 Attend and contribute to regular staff meetings, flexibility of hours worked may be required.
- 4.2 Engage in regular supervision sessions, development meetings and (where relevant to contract duration) an annual appraisal.
- 4.3 Attend and engage with training, learning and development as appropriate, for which out of hours working may be required.
- 4.4 Act in accordance with data protection legislation.
- 4.5 Act in accordance with the Health and Safety at Work Act (1974) and the organisation's Health and Safety policy.
- 4.6 Adhere to Earthworks policies and procedures to provide a high quality of service and in particular to always have a high regard for the organisation's Equal Opportunities policy.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed periodically.