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| **JOB DESCRIPTION** |
| JOB TITLE | Admin/Finance Officer – Supporting the CEO |
| SALARY | £20,000 pa/pro rata |
| LINE MANAGER | Developmentplus CEO |
| HOURS  | 10 hours per week |
| PLACE OF WORK | Currently a work from home position |

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| **JOB PROFILE** |
| **MAIN PURPOSE OF POSITION** | Providing the CEO and Senior Management Team with comprehensive, highly professional administrative and financial support. |
| **POSITION WITHIN ORGANISATION** | Liaises closely with all staff, particularly CEO and Senior Management Team. Will be the main link to the Board of Trustees, supporting their needs. Will deal with a wide range of external organisation at various levels.  |
| **SCOPE OF POSITION** | * Interface between Senior Management Team and external stakeholders, partners, and clients.
* Overseeing Developmentplus’ “Xero” accounting system.
* Organise and coordinate monthly team meetings and bi-monthly board meetings including the preparation of paperwork, minute taking and distribution of minutes in a timely manner.
* Work with all teams within developmentplus in populating Social Media platforms.
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| **DIMENSIONS & LIMITS OF AUTHORITY** | Work requires confidentiality using discretion and judgement under general guidance. |
| **QUALIFICATIONS** | NVQ Level 3 Business & Administration 5 GCSE’s including Maths & English |
| **EXPERIENCE** | Extensive experience of XeroExtensive relevant or related experienceAn understanding of Social media platforms including Facebook, Twitter, Instagram, LinkedIn & Buffer |

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| **DUTIES & KEY RESPONSIBILITIES** |
| **Provide Interface between Senior Management Team and external stakeholders, partners, and clients** | * Effective telephone management, diary control, the arrangement of appointments and dealing with all enquiries appropriately
* Work with Senior Management Team to develop networks and opportunities to expand relationships
* Word processing duties to include correspondence and documents, drafting of letters and minutes of meetings
* Maintain a good working knowledge of the company’s operations and key aims and objectives
* Working in partnership with Strategy Sub-group and CEO finalise and maintain developmentplus KPI’s in line with organisations vision, aims and objectives.
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| **Overseeing Developmentplus’ “Xero” accounting system** | * Inputting of invoices onto the Xero system.
* Taking copies of invoices and attaching to relevant entries
* Weekly reconciling
* Pulling off relevant financial reports when requested by CEO & Trustees
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| **Organise and coordinate meetings including the preparation of paperwork, minute taking and distribution of minutes in a timely manner** | * Liaise with CEO and Chair of Trustees to prepare draft agendas and papers as appropriate
* Support the preparation and distribution of Board Papers
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| **Work with all teams within developmentplus in populating Social Media platforms** | * Maintain developmentplus’ Social Media Platforms
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| **PERSON SPECIFICATION** |
| **ESSENTIAL** | * Highly motivated
* Qualifications or experience that demonstrate advanced Business Administration skills
* Experience on accounts packages preferably Xero or similar
* An understanding of Social Media platforms
* Advanced word processing skills, proof reading skills, and the ability to draft correspondence
* High level of general administrative skills
* Ability to prepare briefing notes and reports
* Ability to manipulate and interpret Management Information
* Excellent interpersonal skills, with a self-confident approach and flexible attitude to the job role
* Excellent verbal and written skills
* Flexible, able to cope with pressure
* Resilient and assertive
* Good judgement and ability to take the initiative
* Interest in and awareness of issues relevant to the Leadership team
* The ability to work on own initiative and prioritise tasks
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| **DESIRABLE** | * Previous experience in an administrative/finance support position
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