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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. |
| **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 Xero  Extensive relevant or related experience  An 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. |
| **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 |
| **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 |
| **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 |
| **DESIRABLE** | * Previous experience in an administrative/finance support position |