



## **Job Details**

**Job Title:** Administrative Officer & Finance Assistant

**Hours:** 35 hours per week

**Salary:** £ 21,000pa

**Location:** Women Connect First, Cardiff

**Line Manager:** Project & Communications Manager

## **Job Purpose**

The Administration Officer will be expected to play a major focal key role providing administration & financial support in all aspects of the work of Women Connect First Charity (WCF). The post will have the main responsibility to provide administrative, financial assistance and health & safety service for the organisation. The post holder will play a key role in managing the office reception, day to day smooth operation of the organisation as well as the health & safety of the building.

## **Main Duties & Responsibilities**

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### **Administrative duties:**

- Provide administrative support to the management team, staff, volunteers and all projects run by Women Connect First Charity (WCF).
- Dealing with all correspondence including writing letters and emails, filing, photocopying and opening post.
- Respond to telephone, email and mail enquiries, directing them to the relevant staff members ensuring that all enquiries are dealt with efficiently and appropriately.
- Maintain and update systems, files and records of the projects and service on the office server.
- Maintain and update details of networking contacts, mailing lists, contacts lists, of organisations, employers and individuals that WCF link with.

- Maintain and update the relevant HR systems for recording and monitoring the project's staff holidays and sick leave, in conjunction with the project managers and the financial officer.
- Maintain an inventory book of equipment, stationery, books, electrical and IT equipment and make appropriate orders when required.
- Take minutes of all meetings deemed necessary by the project manager or Directors Board within or outside the organisation including circulating agendas, meeting minutes and relevant reports.
- Manage the room booking system at WCF
- Coordinate the ESOL classes delivery and room bookings at WCF with the provider
- Populate the waiting list for services at WCF and feed data and statistics to management team for planning future projects and funding applications as needed.
- Liaise with the Communications Officer to assist with the ongoing updates to WCF social media handles
- Prepare flyers, posters, publicity materials, annual reports and all other media for the publicity of WCF services through various medium under the guidance of Admin Manager.
- Ensure the effective implementation of the organisations policies on a day-to-day basis in relation to the project's clients, staff, volunteers and service provision. In particular Equal Opportunities, Health & Safety and Confidentiality.
- Establish and maintain the 'Job Vacancies Board' for clients and volunteers as well as establishing a 'Client Information Board' advertising other organisations' activities, events, and trainings available for the referral purpose.
- Take the lead in the organisation of events including booking attendees, producing registers, booking rooms and arranging refreshments.
- Assist with the induction programme for new staff and volunteers.

#### **Health & Safety Duties:**

- To strictly maintain the post Covid health & safety and protocol on WCF premises and liaise with CEO on a regular basis to update the policy and procedures in view of latest updates from the government and health authorities.
- Responsible for updating and maintaining all health & safety procedures, risk assessments on our online portal
- To liaise with our health & safety providers to keep up to date with Covid and all other health and safety policies & protocols at WCF premises
- To assist the CEO on all health & safety matters related to WCF
- Ensure the building is safe and clean including taking responsibility for the Fire safety checks. When necessary ensure that all building repairs are reported to the staff in charge.
- To manage the office cleaner and hygiene supply contracts at WCF to ensure that the upkeep of the premises
- Liaise with the cleaner to ensure that cleaning supplies are ordered.

#### **Financial duties:**

- Liaise with the Admin Manager & Finance Officer on all matters related to WCF premises including purchases, repairs, invoices, quotations etc
- Assist the Finance Officer with invoices, purchases, petty cash, entries and updates using spreadsheets.
- Dealing with all other financial duties as deemed necessary

- Assisting the managers in reporting to funders by preparing statistics, financial budgets, gathering monitoring & evaluation data

**General duties:**

- To attend supervision sessions, staff meetings and other meetings as requested by managers.
- To attend appropriate training required for the best fulfillment of own role in the project and for self-development.

## Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATIONAL ATTAINMENT	<ul style="list-style-type: none"> <li>• Relevant IT qualification in Microsoft Office packages</li> <li>• NVQ Level 2 or equivalent qualification in Administration</li> </ul>	
EXPERIENCE REQUIRED	<ul style="list-style-type: none"> <li>• Some experience of working with BME communities or other disadvantaged communities, especially women.</li> <li>• An understanding of supporting disadvantaged marginalised communities from diverse backgrounds, including BME women for whom English is their 2<sup>nd</sup> language.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years experience of an admin post</li> </ul>
SKILLS AND APTITUDES REQUIRED	<ul style="list-style-type: none"> <li>• Good oral and written communication skills</li> <li>• Good standard of Word Processing, Database and Desktop Publishing skills</li> <li>• Good standard of using Excel</li> <li>• Knowledge of organisational Health &amp; Safety procedures, maintenance, building safety</li> <li>• An understanding of social media management tools</li> <li>• Proficiency with video and photo editing tools, digital media formats</li> <li>• Ability to communicate and interact assertively, verbally and in writing, with a wide range of people from diverse backgrounds at different levels.</li> <li>• Ability to deal with information and maintain confidently</li> <li>• Able to plan and prioritise tasks to meet deadlines</li> <li>• Able to deal with service users who may be demanding, or have, high support needs.</li> <li>• Good organisational skills</li> <li>• Ability to work on own initiative and as a part of a team.</li> <li>• Ability to be responsible for the day-to-day running of the office.</li> </ul>	

PERSONAL QUALITIES REQUIRED	<ul style="list-style-type: none"> <li>• Commitment to promoting equal opportunities</li> <li>• Able to plan and prioritise own workload and work to deadlines</li> <li>• Self-motivated</li> <li>• Ability to build relationships with a wide range of audiences, including those for whom English is not the first language</li> <li>• Proactive approach to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of post Covid Health &amp; Safety requirements</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>• Desire to continue own personal development</li> <li>• Willingness to work some unsocial hours</li> </ul>	