

**JOB DESCRIPTION**

**JOB TITLE:** Administrator

**REPORTS TO:** Brighter Futures Manager

**HOURS:** Full time **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. JOB PURPOSE:**

* To provide a complete, confidential and efficient personal assistant service to the Chief Executive Officer, Manager and general administrative support to other Brighter Futures staff.
* To be solely responsible for preparing, calculating payroll and arranging payments of salaries, bookkeeping, banking and payments.
* To undertake a range of administrative tasks to ensure the smooth running of the organisation.

**2. MAIN RESPONSIBILITIES:**

* To provide a comprehensive, confidential and accurate administrative service and support at the highest level to the Chief Executive Officer and Manager including the preparation, assimilation, drafting and typing of correspondence and reports having high regard for accuracy, confidentiality and promptness.
* Prepare agendas, arrange meetings, organise meeting rooms, collate documents and notes for meetings as necessary.
* Calculation of any adjustments to pay, including new starters, leavers and pay rises, ensuring the correct payment of wages and salaries to all employees.
* Preparation and printing of pay slips and payment via online banking.
* Manage and maintain comprehensive payroll records for all employees and associated payroll tasks including the submission of ITIS and social security reports and sickness benefit payments.
* Record sickness absence.
* Liaise with the HR provider.
* Monitor and record DBS checks for staff and act as ID Verifier and undertake DBS checks.
* General book-keeping using QuickBooks, reconciliation of bank accounts, daily banking, checking and processing of invoices for payment.
* Prepare QuickBooks reports for Treasurer on a monthly, quarterly and year end basis.
* Answer queries from budget holders and assist with the production of financial management information for budget holders and the Senior Management team.
* Prepare and maintain weekly, monthly, quarterly and year end reports and processes.
* Act as the Data Protection Officer (DPO) and ensure compliance with the new General Data Protection Regulations (GDPR).
* Maintain and update the website, Social Media and act as the link with the IT provider.
* Maintain and administer the client information and fundraising databases to ensure the effective and efficient dissemination of information and prepare reports as requested and adhere to the Data Protection Law.
* Undertake general office and administrative duties as allocated by the manager.
* Provide backup relief and services where required to support the service.
* To ensure all matters relating to Brighter Futures are treated with confidentiality.
* To undertake general administrative duties as required by the CEO or manager which are commensurate with the post holder’s knowledge and skills, including the preparation of routine and non-routine documentation.

**3. SCOPE OF IMPACT:**

 The post holder will be expected to: -

* Be able to anticipate and negotiate problems.
* Implement team policies.
* Carry out tasks which may require a high degree of confidentiality.

**4. ESSENTIAL KNOWLEDGE AND SKILLS:**

* Minimum of 5 GCSEs or equivalent with a minimum of grades A-C in English and Maths and ECDL.
* Excellent administrative skills with a minimum of 5 years recent experience working in a secretarial/administrative post.
* Fast and accurate keyboard skills.
* Comprehensive knowledge of office based software programmes including Microsoft applications (Word, Excel, Power Point, Publisher and Outlook).
* Highly developed administration and organisational skills with excellent attention to detail.
* The ability to multitask, whilst working to tight deadlines and maintaining accuracy.
* Able to work efficiently, accurately and methodically in a busy team environment**.**
* Good organisational and communication skills, the post holder must be able to communicate effectively with a wide range of people and manage difficult situations with tact and diplomacy.
* Experience of minute taking of both informal and formal meetings.
* The ability to work independently and as part of a team is crucial to ensure the smooth running of the charity.
* Experience in payroll/finance/book-keeping/reconciliation of bank accounts/daily banking.

In addition, the post holder will be expected to:

* Acquire a thorough knowledge and understanding of activities within their area of work and a willingness to develop and extend skills.
* Ensure that no information regarding clients is discussed or passed on, except where necessary to Brighter Futures staff or Board.
* Ensure their appearance is smart and appropriate for an office environment at all times, as duties place the role as the face of Brighter Futures.