



FINANCE and SERVICES ADMINISTRATOR

Contract: Permanent 28-32 hours / week.
Secondments also considered

Salary: £18,970 pro-rata

Location: Central Norwich

Space East is a not-for-profit membership organisation supporting a diverse range of not-for-profit frontline service providers in the supported housing and homelessness sector in the East of England. They provide, for example, direct accommodation for single homeless people, people with enduring mental health support needs, those fleeing domestic violence and exploitation, ex-offenders, people with drug and alcohol dependencies and young people leaving care. We support these organisations through advice, information, training and direct support.

The **FINANCE and SERVICES ADMINISTRATOR** will be responsible for all day to day office administration including ordering stationery and office equipment.

They will also provide assistance and support to the Chief Executive and will be responsible for all financial transactions and monthly accounts using the SAGE software package.

General Office Administration

Responsible for

- To answer and record telephone calls
- Opening and logging all post/ faxes/ emails and post out
- Ordering, storing and monitoring the use of office supplies including stationery and postage stamps
- Maintenance of diaries and office calendars and secretarial support for the Chief Executive's appointments
- Maintenance of office records, in particular those relating to Finance, Administration and Office procedures
- Dealing with telephone calls relating to administration and finance and general reception of other calls
- Composition and/or typing of meeting notes, correspondence and reports as required

Financial Administration

Responsible for

- Invoicing/ purchase orders and upkeep of monthly accounts – using SAGE
- Processing cheques and banking of cheques received and the maintenance and monitoring of petty cash
- Preparing monthly financial reports to the Chief Executive and Board of Trustees
- Administering our training and consultancy services
- Administering VAT returns
- Preparing annual accounts and other financial audit trails
- Administering and accounting for petty cash
- Administration associated with our externally sourced payroll service

Working with people

- To correspond professionally and in a friendly manner in person, by email and by telephone

- Reception of visitors to Space's office.
- Attendance and participation in team meetings.
- Note taking at external meetings.
- Attend and participate in team meetings

Other duties

- Responsible with the Chief Executive for the maintenance of office Health & Safety and to ensure that the organisation's Equal Opportunities Policy is adhered to
- Training of SPACE staff in office systems, procedures and administration as required
- Any other tasks which are jointly identified with the Chief Executive as reasonable and commensurate with the post

Person Specification

The post-holder will be brimming with initiative and common sense! We seek an individual who is highly organised, reliable and able to work on their own initiative as well as part of a small team. You will be flexible and able to work to deadlines.

Proven experience of:

- Administrating budgets
- Banking procedures
- General administrative duties
- Successful time limited project administration

Skills:

- Excellent IT skills: word, excel, access, email, internet
- Ability to use a computerised accounts package e.g. SAGE or similar
- Good numeracy and budgeting skills
- Good analytical skills
- Ability to work on own initiative
- Able to relate well to others in a team
- Good communication and interpersonal skills
- Creating and maintaining databases
- Complex minute-taking

Qualifications

- Administration skills/qualifications or equivalent experience (NVQ level 3 or higher)

Knowledge of:

- The not-for-profit sector would be an advantage

This job description and person specification is current as of January 2010.

For details please call 01603 617299, email info@space-east.org or download an application pack at: www.space-east.org.

Application deadline: **1pm on Wednesday, 20th January 2010.**

Interviews: **Monday, 25th January 2010.**

Start date: **Immediately**

Space East is committed to both the principle and the practice of Equal Opportunities and we welcome applications from all parts of the community regardless of gender and sexual orientation, any physical impairment, race or religion.