

North East Lincs Women's Aid

JOB DESCRIPTION - Admin Assistant

RESPONSIBLE TO: Retail Manager, Chief Officer

HOURS: 12 Hours (3 x 4hrs) Monday, Wednesday & Friday (Times are flexible)

- To assist the Manager with her admin workload.
- To be actively involved in petty cash and banking and to maintain financial records.
- To count, record and bank money received.
- To use Excel spreadsheets & graphs to record and monitor income
- To assist in the payment of invoices.
- To ensure that information systems are maintained to enable the work of the organisation to be monitored and evaluated.
- To work with the Manager to ensure that the office is run effectively including the filing and any information systems.
- To undertake volunteer newsletters, posters, etc.
- To ensure that all mail is logged as appropriate.
- To write letters and use simple forms.
- To undertake general clerical duties.
- To order and monitor stationery and resources as instructed.
- To attend and participate in team meetings.
- To develop positive links with appropriate agencies, organisations, suppliers and customers
- To attend and participate in supervision.
- To attend appropriate training in consultation with the Manager.
- When necessary, to be flexible around holiday periods, sickness, etc., to meet the needs of the project.
- To undertake any other reasonable tasks requested by the Deputy Manager/Manager.

PERSON SPECIFICATION

Admin Assistant	ESSENTIAL	DESIRABLE
QUALIFICATIONS/TRAINING		
* Recognised computer qualifications	*	
EXPERIENCE		
* Previous experience of working with most computer packages (inc Word, Excel, Access, Internet/Email etc.)	*	
* Previous experience in an office environment	*	
* Working in a demanding and stressful environment		*
* Transferring original data into tables and reports	*	
* Transferring original data into database	*	
* Experience of working with money, petty cash, banking etc.	*	
* Previous experience of monitoring and evaluation systems		*
KNOWLEDGE		
* Of IT Systems		*
* Of the impact of Domestic Violence on women and children		*
* Of Health and Safety legislation in the workplace		*
* Understanding of equal opportunities		*
SKILLS		
* Good command of written English	*	
* Ability to work as a member of a staff team and as an individual	*	
* Effective communication skills – both written and verbal	*	
* Ability to work under pressure and to deadlines		*
* Effective organisational skills	*	
GENERAL		
* Have a dynamic approach and be self motivated	*	
* To ensure a commitment to development and accountability	*	
* To ensure a positive image of the organisation through personal behaviour and appearance		*
* Demonstrate a flexible approach to the demands of the role		*
* Actively contribute to the development of the organisation		*

Application forms are available to download

Please return all signed application forms to
PO Box 399, Grimsby, DN32 0QW
before Friday 8th December 2017

Interviews will be held on Tuesday 19th December
(if you are successful a time will be sent to you after the deadline)

The interview will include a general admin test and questions/answers
and the post will be subject to references and a police check