

Job Description and Person Specification - Finance & HR Administrator and Receptionist

Job Title:	Finance & HR Administrator and Receptionist
Hours:	37.5 Hours per week (FT)
Salary:	£17,000 per annum (Inclusive of ILW) depending on skills and experience
Duration:	31 March 2016 (With the possibility of extension subject to funding and achieving performance targets)
Responsible to:	Finance & HR Manager
Direct Reports:	None
Responsible for:	Administration of Osmani Trust financial accounting processes, HR functions and reception service.

1.1 Job Purpose

To undertake the day to day administration of Osmani Trust's (OT) financial accounting processes and administration of HR functions. To provide a professional reception and admin service for Osmani Trust. Finance & HR and Reception responsibilities will be split approximately 60/40, subject to change depending on business requirements.

1.2 General Job description (by tasks)

Primary Task 1: Administration of Finance and HR functions

1. To provide administrative support to the day to day management of OT's financial accounting and payroll processes.
2. Administration of all income and receipts processes ensuring completeness of income against invoices issued and grant payments due.
3. Administration of all expenditure and payments processes ensuring compliance with OT policies and HMRC requirements for expenses.
4. Administration of the Trust's accounting software package ensuring all required data is entered regularly and on time and to assist in the preparation of management accounting reports from the software.
5. To track and maintain up to date records of all financial transactions of Osmani Trust.
6. Reconcile weekly cash bookings of Osmani Centre.
7. To assist in the preparation of monthly/quarterly management accounts, yearly budgets, cashflow forecasts and the annual audit and financial reporting of Osmani Trust.
8. To ensure that all invoices are submitted on time and in accordance to Osmani Trust guidelines.
9. To provide administrative support to the human resource management systems of the organisation, including maintaining up to date personnel details and records, issuing of contracts, monitoring of timecard system, annual leave, sick leave and TOIL, overlooking recruitment processes.

10. Operate timecard system a view to producing monthly and yearly HR employee leave reports from the data.
11. In consultation with SMT produce and maintain organisational training needs matrix.
12. Update and process Disclosure and Barring System (DBS) requests and maintain central log.

Primary Task 2: Admin and Reception

1. To be the 1st point of contact; meet and greet visitors and guests to the organisation in a friendly and courteous manner
2. To undertake the administrative duties of the organisation, including answering phone calls, drafting letters, maintaining filing and other day to day resources.
3. Assist the Osmani Centre (OC) team in the completion of day to day tasks within the organisation including opening of the centre.
4. Maintain and overlook guest signing in book to ensure that all guests and visitors are signing in and out of the building as directed.
5. Take and confirm bookings for Osmani Centre hall/rooms hire and to update relevant booking and payment records
6. To assist in Customer Relationship Management
7. To keep the reception area and surrounding area including the foyer and toilet area clean and tidy at all times.
8. Record and distribute all incoming deliveries and posts to the relevant individuals of projects.
9. Compose, check and post information notices and documents in and around the building and provide access to these documents to individual staff

Primary Task 3: Other general duties

1. To promote the work of Osmani Trust to relevant agencies.
2. To ensure full participation in one-to-one and supervision meetings, and any other meetings that may be deemed necessary as required by the post.
3. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.
4. To be flexible and be prepared to work evenings and weekends to cover reception shifts and to meet finance & HR deadlines where necessary.
5. To carry out any other work allocated/designated by the Finance & HR Manager or Senior Management Team within given deadlines.

Person Specification

<i>Knowledge & Experience</i>	Assessment	Essential or desirable
Educated to A' Level or higher	Application	D
Experience of working in a Finance Administrator or Officer capacity	Application and Interview	E
Sound knowledge of basic accounting, budgets and income and expenditure processes / procedures	Application and Interview	E
Significant experience of using commonly used financial accounting package in a not for- profit environment such as SAGE or Paxton accounting package	Application and Interview	D
Strong ICT skills including MS Excel, Word and Outlook.	Application and Interview	E
Experience of working within a youth or voluntary sector organisation	Application and Interview	D
Experience of working within a Human Resource capacity	Application and Interview	D
<i>Skills and Abilities</i>		
Results driven, proven track record in meeting deadlines, working under pressure	Application and Interview	E
Adaptability and flexibility to be able to respond to changing task requirements in an enthusiastic and positive way. Available to work evenings and weekends if required to meet deadlines	Application and Interview	E
Passionate, energetic and pro-active and a 'can do' attitude	Application and Interview	E
Good communication skills – verbal and written– able to operate with diplomacy, tact and empathy	Application and Interview	E
Excellent customer relation skills and professional / courteous telephone manner	Application and Interview	E