



Job Description – Administrator

Salary: As advertised

Responsible to: The Co-ordinator (or nominated line manager)

Main purpose of Post

The administrative team plays an important role in the basic monitoring of financial recording by Trust Officers and managers & the support of Trust Officers and managers by effective file management.

As part of the administrative team, the post holder will be responsible for the development, maintenance and upkeep of office systems. Their brief will be to provide administrative assistance to the Management Committee, Co-ordinator and Trust Officers in the fulfilment of the Friendly Trust's aims and objectives and will undertake such duties as may be requested from time to time.

Duties

The post holder will be required to:

1. Work within the Friendly Trust's framework of aims and values;
2. Undertake necessary administration associated with the work of The Friendly Trust including: processing of invoices; reconciling service user and charity accounts; file management including fire proof storage; managing the franking machine & post generally.
3. Bring to the attention of the co-ordinator any discrepancies or other matters of concern in relation to Friendly Trust petty cash, service user and charity accounts;
4. Support the Co-ordinator and Trust Officers in the maintenance of statistical information including the inputting of information on the database;
5. Support the Co-ordinator in general responsibility for building and equipment maintenance and co-ordinate repairs; or, liaise with the landlord on behalf of The Friendly Trust in the reporting of faults and other building issues, as appropriate;
6. Supervise the cleaner;
7. As required, service meetings including minute taking of the Trust Officer team & the Management Committee;
8. Answer the telephone and pass on messages;
9. Assist in the co-ordination of any publicity material produced by the Friendly Trust;
10. Any other administrative duties as may reasonably be required from time to time.