

Job Description

Senior Administrative Officer

**Salary:** current annual salary scale

**Responsible to:** The Coordinator

**Main purpose of Post**

The post holder will ensure the office is run effectively and that efficient administrative support is provided to the Management Committee, the Managers and Trust Officers in the fulfilment of the Friendly Trust's aims and objectives.

**Duties**

The post holder will be required to:

* Work within the Friendly Trust's framework of aims and values.
* Supervise, train and support the admin team, the cleaner and office based volunteers to fulfil the aims and objectives of The Friendly Trust.
* To allocate annual leave and monitor sickness within the admin team
* Be responsible for the day to day management of admin staff, prioritising workloads, ensuring work is up to the required standard and complying with the various deadlines.
* Maintain staff records for those staff line managed including support notes and attendance records
* Oversee the reconciliation of service user and charity accounts; computer based and physical file management including fire proof storage; managing the franking machine & post generally
* Take responsibility for invoicing Local Authorities and other grant givers
* Take responsibility for adhering to the charity’s financial procedures in relation to bank accounts and other financial systems
* Monitor the charity’s budgets on a monthly basis and provide reports as required byf the Co-ordinator and trustees.
* Take responsibility for the maintenance and updating of the Friendly Trust's policies and procedures in collaboration with Trustees and colleagues .
* Provide advice and guidance to staff regarding The Friendly Trust financial procedures
* Maintain and develop the “staff handbook”
* Ensure that all new staff and volunteers receive appropriate induction to the charity.
* Assist in the recruitment and selection of staff following The Friendly Trust’s procedures and current legal requirements.
* Co-ordinate and service the management committee meetings including trustee sub-groups in collaboration with the Chair and Co-ordinator
* Attend and contribute to Management Committee meetings when required by the committee or the Coordinator.
* Ensure the maintenance of accurate service user information via The Friendly Trust database
* Interpret and interrogate The Friendly Trust database systems to inform colleagues in the management of caseloads and referral allocation
* Support colleagues in the completion of funding applications with the provision of essential information, statistics and intelligent input.
* Support the Coordinator as requested and ‘Act up’ when required.
* Carry out health and safety responsibilities in accordance with the Friendly Trust’s Health and Safety Policy
* Liaise with the landlord regarding maintenance and other tenancy issues.
* Act as a signatory on company accounts
* Act as Company Secretary
* Any other duties as may reasonably be from time to time required by the Coordinator.