

St Mary's Eltham Community Centres Association

Job Description

Post:	Office Assistant (Temporary Maternity Cover up to 52 weeks)
Accountable to:	Centre Director
Line managed by:	Deputy Centre Director
Hours:	18hours per week
Pay	Gross £10,526 per annum (contributory Pension scheme is offered)
Base:	St Mary's Community Centre, 180 Eltham High Street. Occasional visits to the other four Community buildings will be required.

Job Summary

The role of the Office Assistant is to carry out day-to-day office procedures; ensuring records are correct and up to date and to help with financial administration as required, within the regulations and procedures laid down by the Board of Trustees. Setting up rooms for meetings with lifting bending and stretching is required.

Key responsibilities

1. Office administration responsibilities

- Dealing with requests for information and enquiries about bookings and facilities available for existing users
- Dealing with new enquiries from the public regarding bookings and other matters
- Taking messages and passing them on as appropriate
- In the absence of senior colleagues, dealing with problems relating to equipment or personnel in the Halls, seeking back-up from the other staff where necessary.
- Using Microsoft Word and Excel to create, amend, store, print and retrieve files as required.
- Maintaining computerised and manual office filing systems in good order.

- Managing incoming and outgoing post and dealing with or referring urgent matters to a senior colleague as necessary
- Preparing the Weekly Staff Rota and completing it and distributing it in a timely fashion
- Assisting with the maintenance of stock records

2. Assisting with financial procedures

All financial activities and records must confirm to the requirements of the financial regulations and procedures laid down by the Board of Trustees

- Receiving, checking and receipting monies from groups and individuals
- Providing cover for the Finance Assistant during leave with respect to invoicing debtors, raising payments to creditors, and answering queries, maintaining ledgers, petty cash records and other financial records
- Preparing monies for banking
- Maintaining petty cash records

4. General responsibilities

- in the absence of the Centre Director and Deputy Centre Director, seeking guidance as necessary from the Chair or Treasurer
- working within the general operating policies and procedures of the organisation
- undertaking any training required to maintain competence on the role
- have due regard for the requirements of Health& Safety and Equal Opportunities legislation
- undertake any other reasonable duties as may be required from time to time to ensure the smooth running of the organisation
- work additional hours to cover staff sickness or annual leave as individually negotiated

This job description is subject to periodic review.

February 2018