**Administration Assistant Job Description**

**Salary**: £17554 per annum

**Hours:** Full Time (37.5 hours per week, over 5 days)

**Duration:** Permanent

**Annual Leave:** 30 days, inclusive of public holidays (pro-rata for part time)

**Reports to:** Administration & Development Officer

**Supports:**  Head Office Team

**Located at:** Head Office, with occasional travelling between Visualise services

**Key Responsibilities**

**Supporting:**

* The efficient administration of the organisation.
* Effective recruitment
* The smooth running of financial systems and processes

**General Admin**

* Providing a general admin support for the Head Office (including dealing with phone calls, emails and other correspondence; document support; ordering supplies and liaising with suppliers)
* Assisting with meetings and events, including scheduling, arrangements, communication and minutes.

**HR**

* Supporting staff recruitment, including advertising, managing applications and arranging interviews.
* Supporting communication and administration for new employees and workers
* Supporting management to maintain up-to-date staff records
* Supporting management and staff on PVG administration

**Finance**

* Assisting with the accurate management of the Purchase Ledger
* Assisting with accurate management of the Fixed Asset Register
* Assisting with Petty Cash administration
* To liaise with colleagues and perform ad-hoc duties as required.

**Skills and Experience**

**Essential**

* Good IT skills, including experience with the Microsoft Office package, particularly Microsoft Word
* An organised and self-motivated person with a can-do attitude
* Good communication and interpersonal skills

**Desirable**

* Experience of working in an office environment
* Experience of working in the third sector