



JOB DESCRIPTION

Post: Administration Assistant

Responsible to: Resources Coordinator

Hours per week: Part time – 14 hours per week

Salary Scale: £18,562 - £19,698 per annum pro rata (NJC Point 2 - 6)

Contract: Permanent

Overall Purpose of the Role

The main role of the Administration Assistant is to provide clerical and administrative support to the Resources Co-ordinator and Finance Officer/Manager.

Working hours - the post-holder will work 14 hours per week, flexibly within standard office hours which are Monday to Friday 9am and 5pm. The working pattern to be agreed with the line manager, with the potential to mix working from the office and from home.

Main duties & responsibilities

Finance

- Work with the finance and support services teams to keep accurate, up-to-date records of residents' rent, housing benefit, and service charge payments by all methods, using the relevant software to log these and produce reports showing any arrears. From a template, produce arrears letters for dissemination to residents on a regular basis
- With the finance team, work to resolve any discrepancies arising between the finance system and the tenancy management system in a timely manner, and act as a key link between these systems

HR/Resources

- Work with the Resources Co-ordinator to ensure our online HR software and all employee records are up to date
- Liaise with managers and employees over the collection / updating of our HR software of key employee information, including the recording all leave, sickness absence forms, supervision and appraisal records.
- Support the Resources Co-ordinator with the administration of staff recruitment

General

- Scanning and online filing to maintain accurate records and enable the administrative and finance functions of Jimmy's to work efficiently

- Updating spreadsheets, databases and other tools with data and other information
- Responding to relevant telephone, email and in-person enquiries as relates the post-holder's work
- General office and administrative activities which support the Finance Officer/Manager as required
- Other duties as reasonably required related to the core functions of the role
- At all times have a strong awareness and understanding of Jimmy's policies and procedures

Person Specification

Essential

- Excellent proficiency in IT and Microsoft Office, in particular Outlook, Word and Excel
- Evidence of using Excel to a high standard including creating new spreadsheets
- Excellent planning, organisation, and prioritisation skills
- Flexible and a positive 'can do' outlook
- A commitment to the core values of Jimmy's
- Proven ability to keep clear, accurate records & reports
- Very high standard of numeracy and literacy
- Excellent interpersonal, verbal, and written skills
- Strong understanding of confidentiality, in particular in relation to both client and employee information
- Good team player

Jimmy's Core Values

1. Confidentiality
2. Honesty
3. Inclusion
4. Professionalism
5. Passion for the work we do
6. Empathy
7. Respect