

Job Description



Job Title: General & Finance Administrator
Work Place: 8 West Alley, Hitchin, Herts SG5 1EG
Type of Post: Substantive

Conditions of service:

Hours: 27.5 hours per week (usually between 9.00am and 3.00pm)
Saturdays (occasional): Equivalent time to be taken in lieu for any meetings or functions attended on behalf of the Dyspraxia Foundation
Annual Leave: 20 days per annum plus 8 statutory days plus 3 company days to be taken during the Christmas fortnight.

Objectives:

To support the office by maintaining an effective and efficient administrative system with responsibility for maintaining accurate financial records.

To help ensure the administrative and clerical requirements of the Dyspraxia Foundation are met.

To maintain office systems to ensure that it is clear what actions have been taken or stage of processing reached, so that it is readily discernable to other members of staff.

To respond to general postal, email and telephone enquiries

Key Tasks:

- 1 Support the office with general clerical duties
- 2 To process incoming mail and dispatch outgoing mail
- 3 Respond to general enquiries by: -
 - i) Keeping an up to date record
 - ii) Supplying information as appropriate
 - iii) Prompt referral to others as necessary
 - iv) Update other organisations with DF contact details
- 4 Responsible for maintaining accurate, up to date financial records on the SAGE Line 50 programme recording all income and expenditure and producing reports as required in liaison with the Operations Manager and the Treasurer.
- 5 Maintain records of all donations and sponsorship made to the charity via the bank or other income streams, sending acknowledgements and recording for gift aid purposes.
- 6 Record and bank monies received as necessary.
- 7 Respond and support sponsored activities by sending information packs and resources. Keep an up-to-date record of community fundraising activity in liaison with the Trustee responsible.
- 8 Answer the telephone or email enquiries providing the necessary information and support, or directing to appropriate services and organisations.
- 9 Input computer data as necessary or delegate as appropriate.
- 10 Responsible for keeping Friends of Dyspraxia records updated and correct.
- 11 Process credit card transactions as appropriate.
- 12 Responsible for ordering stationary and stock as necessary
- 13 Support conferences as appropriate.
- 14 Support volunteers and work experience students.

This job description does not attempt to define in detail all duties and responsibilities and is subject from time to time, to periodic review and alteration in consultation with the employee.

Organisational relationships:

Responsible to: Eleanor Howes, Chief Executive Officer

Line Manager: Jane Trowbridge, Operations Manager

Named contact: Sophie Kayani, Chair

Matt Devonshire, Vice Chair