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**ADMINISTRATION OFFICER (FINANCE AND HR)**

**Job Description**

Employer: Perth Citizens Advice Bureau

Job Title: Administration Officer (Finance and HR)

Responsible to: Finance and Resource Manager

**Location:** Hybrid between Perth Office and Home

**Hours per week:** 35

**Salary:** £21,046 ( +6% pension)

## Summary of Main Responsibilities:

The Administration Officer is responsible for supporting the finance and HR functions of the bureau. Working closely with the Finance and Resource Manager and CEO they will ensure that we maintain high standards in administrative and financial processes. The Administration Officer will ensure that finance processes are accurate and that tasks are completed on time and that HR systems work effectively and staff and line managers are supported. The postholder will also support the general administration of the office.

This is an evolving role so main responsibilities may be updated as the role develops.

**Main Responsibilities:**

**Financial administration**

1. Processing invoices
2. Setting up payments on banking system
3. Updating sage
4. Preparing bank reconciliations

**HR administration**

1. Assisting with recruitment administrative tasks including job advertising and providing a point of contact for candidates
2. Booking training courses
3. Assisting with the administrative tasks involved with onboarding
4. Managing and registering staff absences and holidays
5. Supporting with H&S administration

**General Administration**

1. Providing administrative support with board activities including setting up meetings, document control and minute taking when required
2. Covering reception duties on a rota basis
3. Assisting general admin inbox duties including incoming and outgoing emails and letters

Any other relevant activity as required by the Finance and Resource Manager or CEO

**Person Specification**

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|  | **COMPETENCIES** | |
|  | **ESSENTIAL** | **DESIRABLE** |

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| **QUALIFICATIONS**  **AND KNOWLEDGE** |  | HNC or equivalent in a finance or book keeping qualification |

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| **EXPERIENCE** | Experience of following procedures to ensure accuracy and confidentiality | Experience of working within a Finance or HR administrative role  Experience working with Sage Accounts  Experience working with HR software |

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| **SKILLS AND**  **ATTRIBUTES** | Have excellent organisational skills with the ability to structure processes and set up efficient systems  Ability to act with confidentiality, tact and discretion  Be consistent and accurate and have an eye for detail  Have excellent numerical skills and knowledge of excel  Learn quickly, be adaptable, flexible and able to work in an ever-changing context  Be able to take initiative  Have well developed interpersonal skills | Be able to take a creative problem-solving approach |

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| **VALUES** | Be committed to the aims and principles of the CAB Service  Be committed to Equality and Inclusion  Be committed to working as part of a team. |  |