

## **JOB DESCRIPTION**

- Post:** Administration and Finance Officer
- Working hours:** Part-time (22.5 to 30 hours per week)
- Salary:** £26,000 to £29,000 per annum pro-rata
- Leave:** 25 days per annum (pro-rata for part-time), increasing by one day for each year's service up to a maximum of 4 additional days
- Pension:** Employer will contribute 3% of basic monthly salary into the workplace pension scheme for each eligible employee
- Reports to:** Administration and Finance Manager
- Accountable to:** CEO & Clinical Director and the Senior Executive Officer
- Working with:** The role involves working primarily within the Administration and Finance Team, with contact with the Monitoring & Evaluation and Research Team, the Clinical Administration Team, as well as project managers, and senior management.

### **Purpose of the post:**

The purpose of the role is to support the Administration and Finance Manager to manage the general administration, finances, facilities and human resources. The post-holder will work closely with the Administration and Finance Manager to manage the Centre's building maintenance, health and safety, reviewing and developing the Centre's policies and procedures, contracts of employment, utility contracts and supporting the Administration and Finance Manager regarding the financial activities of the Centre. The post-holder will also be required to cover the Clinical Administration team, if needed.

### **Administration Roles and Responsibilities**

- To work with the Administration and Finance Manager to advise, develop and implement operational policies and procedures, and maintaining personnel records
- To maintain up-to-date knowledge on the latest legislation affecting policies and procedures
- To develop and maintain a personnel database for all employees

- To ensure the maintenance and purchasing of office equipment such as printers and telephone systems
- To monitor and maintain the Centre's insurance policies
- Co-ordinating administration meetings in conjunction with the Administration and Finance Manager and the Senior Executive Officer
- To assist with the development and review of annual training programmes for staff, volunteers and trustees
- To maintain and develop the Employee's Handbook containing policies and relevant information about the Centre
- To represent the Centre at external meetings or forums, where appropriate
- To attend appropriate training courses, supervision and away days
- To provide cover to the Clinical Administration team, if needed
- To carry out own administrative functions
- To provide such additional support as the Administration and Finance Manager or the CEO deem necessary
- To liaise and collaborate with Brent Centre staff as appropriate to achieve purpose.

#### **Facilities Roles and Responsibilities**

- To manage the Centre's facilities ensuring that all electrical, gas and other equipment is in good working order
- To deal with all matters relating to the Centre's utility contracts alongside the Administration and Finance Manager
- To be involved in the general maintenance and good order of the building and its physical contents, and in matters relating to the management of the premises and repair/refurbishments
- To work with the Administration and Finance Manager in all matters related to Health and Safety by undertaking, monitoring and reviewing health and safety checks.

#### **Finance Roles and Responsibilities**

- To support and work alongside the Administration and Finance Manager in the financial area of the Centre
- In accordance with internal controls, produce invoices for services provided and deal with arising matters e.g. payment recovery and issue of receipts.
- Process all payments to suppliers
- Responsible for the Centre's Petty Cash (reporting monthly to the Administration and Finance Manager)
- To deputise in the general administration and financial areas in the absence of the Administration and Finance Manager
- To provide such additional support in financial area as the CEO and the Administration and Finance Manager deem necessary.

***Dr. Maxim de Sauma***  
***CEO & Clinical Director***  
**November 2018**