



Omagh

JOB DESCRIPTION

Job title – Assistant Administrator

Location – Omagh Women's Aid Centre

Reports to – Finance and Admin Mgr

Salary - £12 377 (FTE -37 hrs £18 319-NJC scales pt16)

Hours - 25hrs per week to include one evening per month to attend Board meeting.

Annual Leave – 25 days pro rata plus statutory days.

Job Purpose - The Admin Assistant will be based at our Centre and will provide quality reception and administrative support to Omagh Women's Aid. They will work as an integral member of the team and will be responsible for a wide range of administration tasks to assist in the efficient and effective provision of services within the organisation.

Reception duties

- Act as the first point of contact for the organisation, greeting visitors, clients, dealing with all telephone enquires and take appropriate action in a timely manner or direct the query to a relevant member of staff.
- Ensure telephone messages are logged and forwarded to relevant member of staff.
- Keep and maintain a welcoming reception area.

Administrative duties

- Efficiently handle, sort and distribute internal and external mail in a timely and efficient manner.
- Manage electronic mail and disseminate to relevant team members where appropriate.
- Carry out general administration duties e.g photocopying, filing, word processing.
- Process all administration associated with staff and volunteers.

- Provide administration and facilitation support for events and activities where requested by management.
- Maintain all records – personnel, training, statistics etc.
- Facilitation of Board meetings including overseeing meeting arrangements, scheduling minute taking and circulation of papers.
- To input information onto the web-site, Facebook and other social media outlets.
- Update online database recording system.
- Request/arrange maintenance for any equipment within the Centre.
- Contribute to PR and development of appropriate resources.
- Organise publicity materials for all events e.g. awareness and training.
- Manage office supplies, equipment to ensure the smooth running of the Centre.

Financial Administration

- To ensure appropriate correspondence is forwarded in respect of all donations.
- To record, balance/reconcile petty cash and project cash expenditure.
- To ensure all invoices received are checked against delivery notes and presented to the Manager for authorisation for payment.
- Payment of all invoices after approval by Finance Manager.
- To complete any daily accounting procedures, produce receipts and ensure the secure lodgement of cash and cheques.

Other

- Undertake any other duties that may be allocated appropriate to the post.
- Maintain confidentiality of staff, clients and volunteers in keeping with OWA Confidentiality policy, GDPR and Data Protection guidelines.
- Participate in supervision, appraisal and appropriate training where required.
- Comply with all Omagh Women's Aid policies, procedures, guidelines and codes of conduct.