**JOB PROFILE**

**POST:** Office Administrator

**MANAGED BY:** Operations and Comms Manager

**RESPONSIBLE FOR:**  Administrative support, specialising in Finance and HR

**HOURS:**  30 hours a week (37.5 hour FTE)

**SALARY:**  £22,000 pro rata

**WORKING PATTERN:** Tuesday-Friday, 9.00am-5.00pm.

**LOCATION:** St Agnes Lodge, 45 Thomas Street, Bristol, BS2 9LJ

**CONTRACT:** Fixed term until March 2023

**Purpose of the Job**

The Office Administrator provides administrative/operations support and office cover under the direction of the Ops and Comms Manager and CEO.

The normal place of work is The Green House Bristol, with a specific need to operate from the office on Fridays.

### Duties and responsibilities

Main areas of responsibility:

***HR***

1. Updating and maintaining our online HR database (Bright HR) and paper files.
2. Assisting the Ops and Comms Manager with administration around staff holiday, sickness and employment.
3. Assisting with recruitment and induction admin for new staff.
4. Managing DBS checks for staff and helping to organise staff training.
5. Assisting Ops and Comms Manager with staff meetings, wellbeing and events.

***Finance***

1. Managing the on-site petty cash box and logbook.
2. Assisting with financial administration, including weekly and monthly invoice processing, purchases, staff and client expenses, expenditure logs, managing finance files and checking the accounts email inbox.
3. Liaising with our accountants to support their work and provide any finance records needed.

Secondary areas of responsibility

***IT***

Providing basic level IT support for staff if needed, and liaising with our external technical support company.

***Facilities***

Assisting the Facilities Office Administrator if needed.

***Adhoc Office Administration***

Assisting with adhoc office administration tasks, such as filing, printing, photocopying and helping to maintain the work spaces. There will also be an element of reception cover, including sometimes answering the door to visitors.

***General Responsibilities***

* Ensure that all work is carried out in line with Health and Safety and other policies outlined in The Green House Bristol’s Employee Handbook.
* To contribute to the ongoing development of the organisation by helping to improve systems and procedures.
* Work with the team to facilitate effective communication across the organisation.
* To undertake other duties as required in keeping with the aims of this post.
* Assisting with basic house-keeping requirements.
* To work within the values of The Green House.

Although the core duties are set out within this Job Description, a flexible approach to work is essential.  The Office Administrator may be required to adapt their working style to take account of changes to working practices.

This position includes opportunities for development and growth, and is ideally suited to individuals looking to build experience in office management and operations, particularly within a charity setting.

**Person Specification**

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| ***Criteria E=Essential D = Desirable*** | ***E/D*** |
| **Knowledge and understanding** |  |
| Knowledge and experience of HR administrative support  |  **D** |
| Knowledge and experience of using Bright HR or similar HR databases |  **D** |
| Knowledge and experience of basic financial administration |  **E** |
| Awareness of therapeutic settings and working in support organisations | **D** |
| Knowledge of ICT including Internet, and Microsoft Office applications | **E** |
| Knowledge of administrative databases | **E** |
| Experience of basic facilities management and office upkeep | **E** |
| Experience of office administration tasks  | **E** |
| **Skills and abilities** |  |
| Excellent organisational skills | **E** |
| Initiative, flexibility and the ability to work without direct supervision as well as part of a team | **E** |
| Demonstrated aptitude to effectively work with people with a broad range of differences including their ethnic, cultural and social backgrounds, their gender, age, religious belief, disability and sexual orientation | **E** |
| Ability to maintain attention to detail whilst multi-tasking | **E** |
| **Experience** |  |
| Minimum of 1 year recent experience in an administrative role | **E** |
| Proven experience of using Microsoft Office  | **E** |
| Working within an organisation that deals with sensitive and confidential information | **D** |