

Transport 17 Administrative Assistant Job Description and Person Specification



Job Title: Administrative Assistant

Reporting to: Transport Manager

Responsible for: The efficient and smooth day to day operation of the Transport 17 office

Role Overview

The role of the Administrative Assistant is to make travel and meeting arrangements, maintain financial systems, prepare reports and maintain appropriate filing systems.

The Administrative Assistant should have excellent oral and written communication skills and be able to organise their work using tools, such as MS Excel, Word and Quickbooks, as well as the office equipment, in order to support administrative requests and queries from the T17 Manager and Management Committee.

This will be done by the following means:-

1. Answering phone calls
2. Organising and scheduling appointments
3. Planning meetings and taking detailed minutes
4. Writing and distributing email, correspondence memos, letters, faxes and forms
5. Assisting in preparing regularly scheduled reports
6. Developing and maintaining a filing system
7. Updating and maintaining office policies and procedures
8. Ordering office supplies and research new deals and suppliers
9. Maintaining contact lists
10. Booking travel arrangements
11. Submitting and reconciling expense reports
12. Managing and maintaining financial systems and records including:-

- a. PAYE
 - b. Pension Contributions
 - c. Oversee all bank accounts, Quickbooks accounting system & VAT reclaim system
 - d. Gift Aid
 - e. Invoice service operators (Lunch Clubs)
 - f. Bill payments
 - g. Support the production of the annual budget and monitor it monthly
 - h. Contribute to the production of annual accounts
 - i. Recording systems eg numbers of service users transported
 - j. Record of mileage for individual journeys
 - k. Complete funder returns
 - l. Identify and complete funding bids
13. Ensure that all necessary insurances are up to date and that all certificates (property, vehicle, public liability, employer liability) are displayed
 14. Provide general support to visitors
 15. Act as the point of contact for internal and external clients
 16. All duties are carried out in accordance to agreed policies including Equal Opportunities, Health and Safety culture, a customer focused approach and good employee relations
 17. Any other reasonable duties and responsibilities agreed by the post holder and the Management Committee.

Person specification

How this would look/evidence

Knowledge

Proven experience as an administrative assistant

Qualifications, experience history

Knowledge of office management systems and procedures

Ideas on ways to manage office are suggested

Working knowledge of office equipment such as printers and fax machines

Equipment used efficiently

Skills

Proficiency in MS Office (MS Excel and in particular) and knowledge of or willingness to learn Quickbooks

Documents produced using computer applications

Excellent time management skills and the ability to prioritise work

Efficient usage of time and good time keeping

Attention to detail and problem solving skills

Suggestions offered for smooth running of the office

Excellent written and verbal communication skills

Well written reports and feedback of good communication

Strong organisational skills with the ability to multi-task

Examples of this:
Accurate recording of donations
Balanced accounts
Accurate and appropriate messages passed on in a timely fashion