Remedi Job Description – FINANCE & AdministrATION ASSISTANT - REMEDI HQ

**Location:** REMEDI – HQ, The Circle, 33 Rockingham Lane, Sheffield

**Hours:**  16 hours per week

**Salary:** £16,732 per annum pro-rata (£7,648 actual) plus 6% pension contribution

Location: Derbyshire (Dales and High Peak)

Hours: 35 hours per week

Salary: £19,882 (pro rata) p.a. plus 5% pension contribution

Leave: 25 days plus Bank Holidays

Funding for these posts is currently secured until 31st March 2018.

# Profile

This newly created role will have a close working relationship with both the existing Finance & Admin Co-ordinator and the Finance Director and provide them and existing Remedi Management, staff , sessional workers and volunteers with administrative and finance support. You will be required to complete the following tasks:

Answer and respond to all telephone enquiries to Remedi HQ.

Open and distribute all incoming mail.

Process expense claims for all Remedi personnel.

Be responsible for and maintain the Remedi Asset Register.

Be responsible for recording and maintaining staff holidays and sickness absence.

Booking room hire for staff events/training and any travel and accommodation for Remedi staff when necessary.

Assist in the preparation of Remedi events and training.

Be responsible for the initial recruitment process of Remedi staff, sessional workers and volunteers.

Update mobile phone costs onto a spreadsheet on a monthly basis.

Order name badges for Remedi staff.

General administration and financial support

You will be required to undertake any other task, commensurate with the position, as identified by Remedi HQ staff and management.

**To do this you will need to have certain skills and qualities:**

**Communication -** As an administrator you will be expected to have excellent communication skills. You will be the first point of contact for all calls to Remedi HQ which will involve listening and responding professionally to a variety of enquires including from service users, Remedi staff and partnership agencies.

Flexibility – You will be required to work flexible hours from Monday-Friday (Friday must be one of the working days) that meet the needs of the service.

Motivation – An ability to work on your own initiative as well as part of a small team is essential. This is not your average Administration role. It is very fast paced and demanding at times.

There will be an expectation of you to promote and represent Remedi in a professional manner at all times.

You will need to be highly organized, methodical and have a proactive and flexible approach to work and prompt in navigating systems to provide the Remedi Staff and Management with relevant information and support.

IT Capable – it is essential that you are proficient in using:

* Email
* Electronic calendar
* Word
* Excel

You will be asked to record and monitor information which is all done electronically in word and excel. Excellent and up to date upkeep of information is essential.

Safe - We want you to work safely in all aspects of your role. This will mean following our own internal policies and procedures in relation to the following aspects:

* Safeguarding
* Lone Working
* General Data Protection Regulations
* Confidentiality

What to expect

* Internal training will be delivered to enable you to fulfill the requirements of the role.
* You will have a line manager who you will meet individually on a 1:1 basis and they will also be available during the week to provide support and guidance.