

JOB DESCRIPTION

JOB TITLE:	Business Administration Co-ordinator
RESPONSIBLE TO:	Chief Executive, AGE North Down & Ards (AGEnda)
LOCATION:	24 Hamilton Road, Bangor, BT20 4LE
HOURS:	20 hours per week (5 mornings a week, occasional afternoons, evenings and weekends as overtime when required)

INTRODUCTION

AGEnda's vision is to be recognised as a committed and respected source of practical support and information for older people in the North Down & Ards area and our mission is to improve the quality of life of older people in the Ards & North Down Area.

SUMMARY OF POST

The Business Admin Co-ordinator is responsible for managing the ongoing administration for AGEnda, as well as supporting the Chief Executive with project work, maintaining finance and organisational systems.

Key responsibilities include;

- Administration Support for Chief Executive
- Office management and resourcing for a small staff team
- Administration and financial processing including payroll for a small team

JOB DESCRIPTION

Administration and finance

1. To maintain system records for responding to, passing on and recording (where relevant), incoming communications.
2. To provide input for the design & maintenance of computer and filing systems
3. To service and take minutes of Staff, Committee and occasional general meetings.
4. To provide administrative support for AGEnda events as required.
5. To maintain external email lists.
6. To coordinate the placing of publicity and advertisements, including for recruitment, and to ensure all publicity materials are printed in accordance with the organisation's needs.
7. To document income and expenditure and arrange for appropriate authorisation in partnership with the Chief Executive
8. To process payment of invoices and other expenditure, including staff salaries

Office Management

1. To manage the contract with the external IT consultants for the maintenance of IT and telephone systems.
2. To be responsible for the day-to-day cover of the AGEnda office duties.
3. To oversee health and safety compliance in the organisation.

Project support for Chief Executive

1. To provide support for individual projects as directed and delegated by the Chief Executive.

Website and Promotional activity

1. To maintain AGEnda's website, updating with news and new items where relevant, including ensuring the website is fit for purpose
2. To work in partnership with other AGEnda staff to ensure the organisation's Facebook presence is maintained and in line with the organisation's policies

General duties

1. Participate in office duties such as answering the telephone and opening the post as required
2. Attend regular meetings with the Chief Executive
3. Organise regular staff team meetings
3. Support the development of new services and contribute to funding bids where appropriate
4. Implement and work to all AGEnda's policies and procedures
6. Undertake training as agreed with the Chief Executive
7. Keep accurate records of your work and provide reports to AGEnda
8. Perform other duties appropriate to the post as requested by the Chief Executive
9. Be prepared to work occasional afternoons, evenings and weekends as required
10. Travel as required using own vehicle – expenses payable
11. To act at all times in the best interests of AGEnda

Information

- AGE north down & ards is an equal opportunities employer and all staff are expected to adhere to the Equal Opportunities Policy throughout the course of their employment.
- Successful candidates will be appointed following satisfactory Access NI and other pre-employment checks.
- This job description is not definitive or restrictive and will be open to modification to meet changing needs.
- **Position depending on funding.**

JOB SPECIFICATION

The job specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's C or above including English and Maths. 	<ul style="list-style-type: none"> • Business Administration Management Qualification • Accountancy Technician qualification or equivalent • European Computer Driving Licence or equivalent.
Experience, Knowledge, Skills & Abilities	<p>The successful candidate is to have a minimum of 2 years' relevant computer & administrative experience in a similar role, in the past 4 years and should have the following;</p> <ul style="list-style-type: none"> • Works well with others in a busy office environment • High level of IT proficiency – proven Microsoft Office Skills. (spreadsheet, word processing and email essential) • Organising & prioritising workload e.g. rotas and time sheets • Experience of working with confidential information • Experience of managing a diary • Experience of collating information into reports • Excellent communication, presentation and interpersonal skills. 	<ul style="list-style-type: none"> • Direct experience of computerised accounts system – Sage Line 50 • Experience of working in a small charity with volunteers and older people.
Additional Requirements	<ul style="list-style-type: none"> • Respect confidentiality at all times and adheres to AGEnda policies & procedures. • To undertake any other duties as required. • Reliable & Punctual • Meet the Access NI requirements. • Full current driving license and access to car insured for business use during working hours or access to a form of transport to meet the travel requirements of the post e.g. meetings 	

The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary.