



JOB DESCRIPTION:

ADMIN/FINANCE OFFICER

Building Better Opportunities Project

Funded By:



Job Title: Admin/Finance Officer

Salary: £18,278 pro rata (£9.50 per hour)

Hours of Work: 15 hours per week Part- time hours negotiable, but a minimum of 3 days per week preferably.

Project Information/Duration:

The project funding supports projects in England that tackle poverty and promote social inclusion. It is funded by the Big Lottery Fund and European Social Fund and starts April 2017 ends December 2019.

Based at : Unit 34 Scott Business Park Plymouth, but may be required to work at other sites.

Responsible to: WKUK (Plymouth) CIC Directors

Context of Role:

Provision of Admin and finance services and to support, empower and encourage young people aged 18-24 NEETS (Not in Education, Employment or Training) to progress and gain skills that lead to increased independence, return to education or gain employment.

To ensure efficient operation of the office. To support managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. You will report to the Company Directors.

Responsibilities:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports in relation to the BBO project
- Develop and maintain a filing system

WKUK (PLYMOUTH) CIC • UNIT 34 SCOTT BUSINESS PARK • BEACON PARK ROAD • PLYMOUTH • DEVON • PL2 2PB
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- Order office supplies
- Book travel arrangements
- Submit and reconcile financial reports in relation to the project.
- Provide general support to visitors
- Provide information by answering questions and requests
- Generate reports
- Handle multiple projects
- Prepare and monitor invoices and receipts
- Prepare Budget monitoring reports and returns
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies & resources inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for staff
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort and distribute the mail
- Answer telephone calls and pass them on
- Manage staff appointments
- Oversee and supervise the work of junior staff
- Maintain up-to-date employee holiday records
- Coordinate repairs to office equipment
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of other colleagues
- Cover for holidays/sickness as required

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Requirements:

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 7 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

Administrative Assistant top skills & proficiencies:

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Analysis
- Professionalism
- Problem Solving
- Supply Management
- Inventory Control
- Verbal Communication
- Office Administration Procedures
- Typing Skills
- Attention to Detail
- Accuracy
- Multitask
- Telephone Skills
- Teamwork
- Discretion and Judgment
- Patience

You should have the ability and experience to accept and relate to youth who may not share your lifestyle and values and be able to respect the young person's right to self-determination and independence.

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Main Duties

- To provide one to one support and assistance to young people to enable and empower them.
- To create and introduce Individual Action Plans with the young person
- To work as part of a team in developing good communication systems, maintaining effective relationships and promoting good practice within and for the duration of the BBO project.
- To reinforce appropriate behaviours and be a role model and mentor to the individuals we support.
- Teach and further develop skills in communication, interaction and social behaviour.

- To analyse information and situations and take appropriate action seeking advice where necessary.
- To provide written reports, carry out administrative tasks and update members' files.

- To attend and contribute to meetings and discussions.
- To provide a positive, environment which supports and meets the needs of young people. To be versatile and innovative in your approach.
- To constantly be aware of and be flexible in meeting the needs of our young people.

- Create opportunities for members to gain new experiences or practice the skills they possess or are in the process of learning and working towards employability skills.
- To provide support to young people to attend team building activities (including licensed premises, work placements, colleges or other leisure facilities), this also may include visiting the young people in their own home and assisting them to build better opportunities.
- To be engaging and enable young people to maintain friendships and relationships with other people.
- To act as a resource and guide and to give a young person in need of social, developmental and emotional support the companionship of a caring adult.
- To work closely with partnership agency staff through phone contact, personal conferences and group meetings
- Responsible for meeting with the assigned mentee for the agreed-upon time frame (i.e., often weekly meetings for at least one year)
- To serve as an inspirational role model
- Work within the staff team to identify and assess difficulties and behaviours and agree constructive solutions to problems in partnership with the members and other staff.
- To implement WKUK (Plymouth) CIC's' policy and procedures to the highest possible standards.

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Requirements/Qualifications:

- Willing spirit
- L4 Advice & Guidance
- Experience in careers guidance
- Openness to cultural differences
- Good listening skills
- Patience
- Sense of humor
- Training in communication skills, the role of a mentor, diversity training and youth development.
- Increased skills in working with youth.
- Insight into the life of a youth and youth culture

Staff Member Acceptance:

Signed off for WKUK by:

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