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**OFFICE ADMINISTRATOR**

**Job Description**

**Salary £24336 pro rata Actual salary £10383 per annum**

**Part time 16 hours per week**

**Permanent position**

**Purpose of the job**

To provide administrative secretarial and bookkeeping support to the Centre Manager Staff and Trustees.

**Qualifications/Experience**

Word processing, secretarial, record, and bookkeeping. Good communication and interpersonal skills.

**Main Responsibilities**

Office Administration

Financial - including bookkeeping (Quickbooks), petty cash, banking and assisting the Treasurer

Staff Records

Secretary to the Board- (meetings are usually held in the evening approx. every 6 weeks).

Organising reception cover

Health and Safety checks

Room hire

Assist with and oversee Centre activities as necessary

To undertake other reasonable tasks that may be appropriate from time to time

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**Personal Specification**

**OFFICE ADMINISTRATOR**

**Skills and Experience**

* Experience of bookkeeping
* Proficient and accurate word processing
* Experience of data bases and spreadsheets
* Excellent interpersonal skills
* Excellent organisational skills
* Proven record of maintaining office systems
* Ability to prioritise and manage own workload
* A flexible approach to working
* Ability to drive and use of a car desirable
* Local knowledge of New Mills and District
* A personal commitment to Equal Opportunities
* Good understanding of the voluntary sector

**ONLINE APPLICATION PROCESS**

**Job Vacancy, job specification and application form listed on** [**www.nmvc.org**](http://www.nmvc.org)

**New Mills & District Volunteer Centre**

**33/35 Union Road**

**New Mills, High Peak**

**SK22 3EL**

**01663 744196**

**Charity Number 1097655**