

JOB DESCRIPTION	
Post	Administrative & Financial Support Officer
Department/ Project	Dementia Matters in Powys (DMiP)
Base	Llandrindod Wells
Responsible to	Chief Officer
Responsible for	No line management responsibility
Terms & Conditions	See below
Purpose of this post	To provide monthly payroll services and general administrative and financial support for the activities of Dementia Matters in Powys (DMiP)
Key Responsibilities	<p>To provide:</p> <ul style="list-style-type: none"> ● Monthly Payroll services ● Processing purchase invoices ● Daily bank reconciliation ● Administrative support to: <ul style="list-style-type: none"> ❖ Board of Trustees ❖ Chief Officer ❖ Dementia Meeting Centre Initiative Groups ❖ Dementia Community Development Officers, Meeting Centre Facilitators and other staff
Main Duties	<ul style="list-style-type: none"> ● Manage monthly payroll services for the staff team ● Administer basic accounting functions such as processing and checking invoices, making deposits, managing petty cash. ● Maintain and reconcile internal financial accounts with banking accounts. ● Administer staff travel payments system. ● Maintaining staff leave and absence records. ● Reception duties including handling all enquiries (phone, post, email), processing messages & welcoming visitors. ● Provide administrative support for all meetings, as required. To include organising meetings, minute taking, circulating papers, etc ● Administrative support to all staff as required. To include photocopying, scanning, processing documents, organising and scheduling appointments. ● Ensure website is kept up to date.

	<ul style="list-style-type: none"> ● Maintain filing systems; paper and electronic. ● Ensure all information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons. ● Ensure all information is maintained in accordance with the Data Protection Act. ● Manage personal resources and own professional development ● Develop a culture and systems that promotes equality and values diversity. ● Promote a health and safety culture within the workplace. ● Ensure office area is neat and tidy. ● Undertake other activities as required.
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PERSON SPECIFICATION

Required Knowledge & Experience	<ul style="list-style-type: none"> ● SAGE Payroll management ● Customer service experience ● IT literate, including Google Suite ● Accurate numeracy skills ● Experience of basic accounting procedures ● Experience of office management systems and procedures ● Data processing experience ● Understanding of diversity and equality
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Required Skills & Abilities	<ul style="list-style-type: none"> ● Friendly and outgoing ● Good time management skills ● Reliable with an attention to detail and accuracy ● Problem-solving skills ● Adaptable to changing demands ● Able to positively contribute to team work ● Able to use initiative and prioritise own workload ● Good communication skills - verbal and written ● Able to work unsocial hours occasionally
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Desirable	<ul style="list-style-type: none"> ● Welsh speaker ● Experience of working in the Third / Voluntary Sector ● Experience of handling confidential information ● Understanding of dementia and its effect on individuals and families
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MAIN TERMS & CONDITIONS OF EMPLOYMENT

Post	Administrative Support and Finance Officer The post is initially funded until the 31 March 2020.
Salary	In between NJC SCP 15 (£17,972 pro rata per annum) and 18 (£18,870 pro rata per annum) dependent on qualifications and experience.
Hours of Work	20 hours per week over four days
Probationary period	The appointment is subject to the satisfactory completion of a period of probationary service of 1 month.
Car User Status	DMiP pays all relevant travel at the current agreed mileage rate.

Holidays	25 days per annum pro rata.
Pension Scheme	A contribution equal to 6% of salary will be made through the DMiP Pension fund or to a Private Pension Scheme
The above are the main terms and conditions applicable to the post. A full statement of the terms and conditions will be issued on appointment.	