



JOB DESCRIPTION ADMINISTRATIVE ASSISTANT (Finance)

Job details

Location:	AFF Central Office based
Reporting to:	Business Manager
Hours: Full time	37.5 hours per week
Salary:	£20,645 per annum

Job purpose

This role is part of a team at AFF Central Office, supporting both office- and home-based colleagues. The role is primarily administrative but includes providing support to the Business Support Manager in IT. The postholder will provide support to the Finance and Governance Director with general financial administration (inc managing invoices & purchasing) and some diary and document management support to the Chief Executive and Board of Trustees.

Job responsibilities

Responsibilities of the post include:

- Providing general administrative support to office and home-based colleagues, including but not limited to:
 - Dealing with business support telephone and e-mail enquiries
 - Booking in and escorting visitors to Central Office
 - Collection and distribution of mail
 - Ordering and maintaining office/stationery supplies
 - Making travel arrangements and bookings
 - Organising meetings (internal and external) inc booking rooms and minute-taking, as required

- Providing support to the Finance & Governance Director with all aspects of the charity book keeping and accounting requirements.
- Diary management, travel booking and filing for Chief Executive
- Providing IT support to the Business Support Manager incl. administering AFF SharePoint (intranet) site and Client Relationship Management database.
- Assisting the Business Support Manager with upkeep of organisational registers and records incl. maintenance of the assets register
- Assisting with the administration of AFF events

General:

- Completing personal administration on a weekly basis, to enable submission of monthly returns to a deadline; this will include an activity report, timesheet and expenses claim form
- Providing support to wider central office team with range of administrative tasks incl. support to our marketing team
- Attending and participating in AFF meetings and training events
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time

Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.

ESSENTIAL
A keen interest in the welfare and quality of life for Army families
Sound working knowledge and experience of using Microsoft Office, in particular Word, Excel, Outlook and PowerPoint
Confidence with IT and willingness to develop skills in this area
Experience of working in an office/customer focused environment or dealing with customers/clients on the phone
Excellent communication and interpersonal skills
Strong administration and organisation skills
Strong numeracy skills
Ability to prioritise workload and work to deadlines
Self-motivated and enthusiastic to achieve results
Understanding of principles of client confidentiality
Effective team player
DESIRABLE
Experience in creating/using databases
Experience of using and/or administering SharePoint
Experience of Internet-based research
Financial qualification
Basic accounting experience
Experience of Xero or similar accounting software
Understanding and current knowledge of Army life and its impact on families

Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources).
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
- Work as a positive team member, in accordance with AFF’s Equal Opportunities and Dignity at Work policy and procedures.
- Behave in a professional manner at all times, reflecting and maintaining AFF’s Core Values, and generating a positive image of AFF to all stakeholders.
- Adhere to all AFF policies and procedures to ensure these are maintained at all times.

What we do for you

When do I work?	Generally during normal working hours, Monday-Friday. However, you will be required to work reasonable additional hours in order to fulfil the requirements of your role, including travel and overnight stays.
Does AFF pay overtime?	We don’t pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.
How much holiday do I get?	Work life balance is important and we give all staff 30 days’ holiday a year (pro-rata if you work part time), plus 8 recognised public and bank holidays. PLUS, staff can take the day off on their birthday as an additional day’s paid leave.
How will AFF review my salary?	A pay committee, made up of Trustees and the Chief Exec (with contributions from senior managers), reviews pay annually.
Will AFF help me save for the future?	AFF has a workplace pension scheme with NEST, and contributions are based on statutory auto-enrolment rates.
How will AFF help with my development?	Your induction will include time with your line manager. We offer internal training (1-2 times per year) and you will receive an annual Performance Review with your line manager.
Employee Assistance Programme (EAP)	The EAP provides confidential and independent advice and support on many of life’s challenges including mental, physical and emotional health issues and financial difficulties.

Job context and other relevant information

- References will be taken up on appointment.
- The successful applicant must be prepared to travel within the UK to meetings as required and to attend staff training events, usually held 1 - 2 times yearly in the Hampshire area, some of which may require overnight stays.
- There will be a six-month probationary period and you will be required to sign an agreement that you will abide by the AFF Confidentiality Policy as part of your contractual obligations.
- Expenses incurred in the course of fulfilling the duties of the post will be paid according to the Expenses Claims Policy in force at the time.
- This is an office-based role, but during the current coronavirus outbreak you may be required to work from home from time to time. You will be provided with the appropriate IT equipment to support you in this, but we do rely on our staff who are working from home to provide a suitable workspace, electricity and broadband connection. You may be entitled to some tax reclaim via HMRC in relation to the provision of these facilities incurred as a result of the coronavirus outbreak.