

1. JOB DESCRIPTION

1.1	TITLE	Finance & Admin Assistant
1.2	EMPLOYED BY	Crossroads
1.3	RESPONSIBLE TO	Assistant Finance Officer
1.4	STAFF MANAGED	None

2. OVERALL PURPOSE OF POST

- 2.1 To assist in the maintenance of administrative and financial standards.

3. PRINCIPAL DUTIES AND RESPONSIBILITIES

- 3.1 To contribute to the smooth running of the finance and administration department which will include filing and shredding, use of emails and telephones.
- 3.2 To be responsible for posting of supplier and customer invoicing onto Sage and to report on debtors to the line manager.
- 3.3 To maintain communications with suppliers and customers to ensure a good working relationship.
- 3.4 To carry out data inputting on Excel spreadsheets as required
- 3.5 To deal with any enquiries and correspondence and to distribute information as agreed with the line manager.
- 3.6 To provide support to reception and cover for absences.
- 3.7 To work in a confidential manner concerning families and organisation matters.
- 3.8 To respect the personal choice of lifestyle of colleagues, people with care needs and their carers, ensuring that the Equal Opportunities principles are applied at all times.
- 3.9 To work as part of a committed, enthusiastic and dedicated team.
- 3.10 To comply with Crossroads policies and procedures and IOM Safeguarding Board procedures.
- 3.11 Attend training courses to develop relevant knowledge and skills.
- 3.12 Attend meetings with colleagues and outside agencies necessary to perform duties and aid business and organisational development
- 3.13 To participate in some fundraising events.
- 3.14 To participate in supervision, appraisal and training sessions to ensure that standards are constantly maintained.
- 3.15 To positively promote the organisation at all times.
- 3.16 To undertake any other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training.

4. OTHER INFORMATION

- 4.1 Contact with vulnerable adults is to be expected

PERSON SPECIFICATION

Skills and Experience	D = Desirable E = Essential
GCSE's at grade C or above including English and Maths, or equivalent	E
Experience in typing, office practice, etc.	D
Ability to work on own initiative as well as part of a team	E
Computer literate, good working knowledge of Microsoft Word, Excel	E
Working knowledge of multi-line telephone system	D
Good IT skills	E
Ability to follow guidelines and procedures laid down by the organisation and current legislation	E
Good organisational skills	E
Excellent communication and interpersonal skills with a friendly and welcoming disposition	E
Commitment to undertake necessary training	E
An understanding of carers' needs and the issues affecting them	D
Willingness be involved with fundraising projects that may involve weekend or evening commitment	E