



PART-TIME ADMINISTRATIVE ASSISTANT - FINANCE JOB DESCRIPTION

Job Purpose:

Swarthmore Education Centre is currently looking for an Administrative Assistant to support the Finance & Services Manager with administration duties during busy periods and at other times as needed. A high standard of numeracy, accuracy and attention to detail is essential.

The post holder will be expected to carry out his/her duties in the context of the Centre's Equal Opportunities Policy and Health & Safety guidelines

Responsible to: Finance & Services Manager
Hours: As required
Salary: £9.18 per hour

Key Responsibilities:

Finance Administration

- To accurately input financial information into Xero / ProSolution
- Sales ledger processing including invoicing and credit control
- Cashing up both from café, reception
- To be responsible for reconciling reception and café receipts as cash, cheque and card payments, identifying and reconciling any balances or discrepancies
- To be responsible for the allocation and monitoring of petty cash
- Cashing up daily and organising banking and take to bank
- Processing of all invoices
- Taking payments from students for fees/course materials
- Paying out volunteers expenses and life models
- Processing student bursary applications
- To carry out any other duties that may reasonably be requested by the Management Team
- To undertake relevant training as required



PART-TIME ADMINISTRATIVE ASSISTANT - FINANCE PERSON SPECIFICATION

Essential Skills and Experience:

1. Ability to undertake the duties and responsibilities outlined in the Job Description
2. Well-developed interpersonal skills
3. Experience of using a range of excellent verbal and written communication skills
4. Evidence of dealing sensitively and diplomatically with a wide range of people in face-to-face situations and on the telephone
5. Working with a wide cross section of the general public and organisations, including voluntary sector
6. Clerical/administrative experience of working in a busy office environment including data inputting, telephone, filing, etc
7. Ability to manage a busy workload, work under pressure and respond to conflicting deadlines
8. Ability to apply an organised approach to administrative tasks
9. Prioritising conflicting demands and working to deadlines

Knowledge / Qualifications:

10. Good general educational background including Level 2 qualification in English and Maths at Level 2, or the ability to demonstrate equivalent skills
11. Computer literate with the ability to use a range of application software eg database, word processing, spreadsheets as well as email and the Internet

Essential Personal Characteristics:

12. Self-motivation and willingness to use own initiative whilst working flexibly as part of a team
13. Ability to remain calm whilst working under pressure
14. A responsible attitude to punctuality and attendance
15. A positive attitude to personal development, receiving feedback and coping with change
16. A commitment to equality of opportunity with sensitivity towards the wide range of people who have contact with the Centre
17. A commitment to Swarthmore's aims and ethos, demonstrating a professional and welcoming attitude towards members of the public and colleagues
18. Willingness to contribute to the Centre's development