



### **Job Description**

Post Title:	Office Supervisor and Finance Assistant
Hours:	22.5 hours per week (PT)
Responsible to:	Finance & Operations Officer
Salary:	£22,575 FTE (£13,728 PT)
Duration: possible	12 months Fixed Term to cover maternity leave, with scope for extension

### **Aim**

To support the governance and operational procedures for MVA by providing high-quality administrative support, co-ordination and management of the office. To also assist the Finance & Operations Officer in the administration of allocated financial procedures.

### **Key Responsibilities & Accountabilities:**

#### **Governance & Office Administration**

- Monitor and manage the hybrid rota for staff and volunteers and others who hot desk/rent space at the office
- Act as IT Supervisor, becoming 'expert' in IT systems and supporting colleagues to use them effectively.
- Support the CEO/Finance & Operations Officer in the annual Policies Review and other admin as required.
- Maintain and review annually the Fixed Asset Register
- Support the coordination of governance meetings including Trustees meetings and AGMs
- Administration for MVA team meetings and staff development

#### **Premises Management**

- Manage the MVA offices to ensure all staff are supported to achieve full effectiveness and efficiency.
- Resolve day to day issues, managing contractors, planning maintenance, managing utilities and other business contracts (e.g. EE, Business rates etc)
- Be the central point of contact for liaising with the building landlord, other tenants and cleaner.
- Liaise and manage the expectations of others who hot desk/rent space at MVA

- Ensure First Aid and Fire Officer provision is in place.
- Oversee and monitor that the H&S checks are being maintained.
- Review the annual Fire Risk Assessment with support from the CEO/Finance & Operations Officer

### HR Administration

- HR administration of absences, monitoring leave/toil and sickness records etc
- Support the recruitment, induction and training of new staff/office volunteers in office procedures.
- Arrange identified staff training opportunities such as booking course places etc.

### Finance Administration

- Issue invoices for key projects (Medway Council, CCG etc) and Training
- Collate and input invoices to Sage for payment, ensuring the correct authorisation is obtained
- Manage and process the monthly expenses claims of both staff and volunteers (& car parking vouchers)

### Office administration and supervision

- Manage delegation of ad hoc tasks to admin team.
- 1 – 1 supervision meetings with admin staff.
- Website admin support as required.
- Provide event administration and digital communication support as required
- Review and approve website articles as required.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Supporting the planning and delivery of events	
	Managing electronic diaries	Digital communications/platforms/website
	Taking notes of meetings	Working within the Voluntary and Community Sector
	Providing a range of administrative support functions	Experience of promoting a service
	Managing some H&S and HR tasks including annual leave/absence records	Health and Safety awareness/previous experience

		dealing with policies/risk assessments
	Supervision skills/ able to delegate work	
<b>Skills</b>	Well-developed ICT Skills able to use a number of software packages such as Word, Excel and Outlook.	
	Good written and verbal communication skills	
	Good time management skills including being able to prioritise and manage a varied work load	
	Organisation skills with experience of completing admin tasks	
	Book-keeping/financial data entry to accounts package	Sage software experience preferred but in role training may be provided
<b>Personal</b>	Understanding of equality, diversity and inclusion.	
	Commitment to quality, accuracy, responsibility, high work standards and initiative	
	Well-developed organisational and administration skills	
	Flexible approach and able to work on their own and as a committed team player	
	Understanding of confidentiality and data protection e.g. GDPR	

**To apply, please complete the attached(?) application form.** For an informal discussion about this post please contact Tracy Doherty **01634 812850, mobile 07957311920** or email [tracy@mva.org.uk](mailto:tracy@mva.org.uk)