

**JOB DESCRIPTION****JOB TITLE:** Administration Assistant**REPORTS TO:** Manager**DEPARTMENT:** Housing & Care Services**HOURS:** 20hrs Per Week**DATE:** March 2024**REVIEW DATE:** March 2025**ROLE PURPOSE:** To provide a professional administrative and support service to the Manager. To ensure confidentiality in all issues relating to the scheme and to the Association.

Key Area	Key Activities
<b><u>Financial Administration</u></b>	<ul style="list-style-type: none"> <li>• To check &amp; process all invoices received on the scheme.</li> <li>• To process all income received by the scheme into the Rent Accounting system, including electronic downloading of data, direct keying of data and reconciliation to banking records.</li> <li>• To maintain the scheme's petty cash system in accordance with agreed procedures.</li> <li>• To update Recording Sheet for the processing of Tenant's Comfort Funds.</li> </ul>
<b><u>Staff Administration</u></b>	<ul style="list-style-type: none"> <li>• To assist the Manager in maintaining and implementing staffing rotas &amp; to organise bank staff cover as required.</li> <li>• On the Manager's authorisation, to complete staff timesheets and forward to Finance Department within given timescales.</li> <li>• To record and update annual leave in the individual files of all staff.</li> <li>• To record and update staff training records.</li> </ul>
<b><u>Housing Administration</u></b>	<ul style="list-style-type: none"> <li>• To deal with general enquiries from tenants and visitors by telephone and in person and update the manager accordingly.</li> <li>• To update and print all relevant forms from the Association's IBS system.</li> <li>• To ensure repairs documented in the Property Services Diary are logged with the Property Services Department.</li> </ul>
<b><u>General Administration</u></b>	<ul style="list-style-type: none"> <li>• To carry out all word-processing and typing duties required by the Manager.</li> <li>• To undertake any other office duties i.e. photocopying, faxing as required by the scheme.</li> <li>• To undertake any other duties that may reasonably be required by the Manager.</li> </ul>
<b><u>Miscellaneous</u></b>	<ul style="list-style-type: none"> <li>• No job description can cover every issue which may arise within the post at various times.</li> <li>• The job holder is expected to carry out other duties which from time to time may be required.</li> </ul>
<b><u>Equality</u></b>	<ul style="list-style-type: none"> <li>• Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work</li> </ul>