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| **Job Title:** | **Administration Assistant**  |
| **Reports To:** | **Administrator** |

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| **Job Summary:** | To support the Administration Manager, staff and residents in administrative tasks to ensure the smooth and efficient management of the Home and meet Head Office deadlines on financial procedures and all information returns. |

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| **Role Responsibilities:** |
| KEY RESPONSIBILITIES* Responsible for the submission of data to enable invoicing to be carried out by Group Support Centre. Checking invoices received within the home and distribution of these invoices punctually to Central Support Office.
* Notification, as advised by the General Manager of new residents, deceased residents or any other details relevant to the residents stay within the Home, this includes daily completion of the bed stat.
* Manage resident personal allowance where requested and assist individual residents with financial arrangements, including the safe custody of money and valuables, adhering to verification procedures to safeguard against claims of misappropriation.
* Maintain the petty cash, recording all disbursements and action reclaims to maintain the float.
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* Prepare monies raised through fee collection telephones and staff meals for safe banking at the Company’s bank.
* Collate information and complete the weekly/monthly payroll return, to include hours worked, sickness, holidays, starters and leavers, for submission to Head Office in a timely and accurate manner to meet the payroll deadline.
* Support with the recruitment ensuring all right to work checks are undertaken prior to commencement of employment.
* Assist in the preparation, collation and dispatch of management information to Central Support Office as requested by the General Manager.
* Maintain records of all orders and invoices submitted for reconciliation to Central Support Office to allow prompt and accurate responses to enquiries.
* Place purchase orders with approved suppliers, complying with procedures, to maintain appropriate stock levels and controls and ensure expenditure is contained within agreed budget limits.
* Maintain the Purchase Ledger and assist the General Manager in the running of the Purchase Order System.
* Provide cover for reception as delegated promoting a positive image and customer service approach.
* Maintain Resident confidentiality and privacy.
* Attend staff meetings and staff training sessions as required.
* Adhere to Home Policies and Procedures.
* Maintain Health and Safety at Work

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Hold or work towards NVQ in Computer Studies or Administration or equivalent qualifications | E | Application form |
| 2 years clerical experience | E | CV/Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Ability to communicate effectively both verbally and in writing.  | E | Application form / interview |
| Effective interpersonal skills and professional telephone manner | E | Interview / references |
| Have a positive attitude to clients and visitors to the home | E | Application form / interview |
| Display a commitment to self development | E | Interview |
| To be able to prioritise own workload | D | Interview |
| Establish good relationships with all staff within the company | E | Interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |