**Job Description**

**Job Role: Assistant Office Manager**

**Office location: Norfolk Lodge, Park Grange Road Sheffield S2 3QF**

**Hours of work: 30 hours a week / 5 days**

**Salary: Actual £21,840 (FTE £26,936)**

**Responsibilities:**

* To work with the Office Manager to ensure all the office, administrative and finance functions of the charity are well managed.
* To deputise for the Office Manager where required.

**Key tasks:**

* To provide a ‘Front of House’ service to the charity and be able to deal with all relevant questions or queries in a professional and timely manner
* To process and input accurate financial information onto IT systems (SAGE)
* To manage all suppliers and orders (including receipt of goods and stock control) in conjunction with the Office Manager and / or Domestic Team
* To assist in the management of Health and Safety in the premises
* To work with the wider management team to provide relevant administrative functions / tasks as required.
* To reconcile any relevant financial information on a weekly basis
* Work with the Office Manager on payroll / HR systems

All Sheffield Mencap and Gateway employees are required to:

* Comply with all organisational policies and procedures
* Participate in and contribute to team meetings, staff training events and away-days
* Co-operate and liaise with colleagues
* Behave in a professional manner
* Make a positive contribution to the vision of Sheffield Mencap and Gateway through their work.

**Person Specification:**

The successful candidate will demonstrate they possess the following criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Criteria* | *Standard* | *Essential* | *Desirable* | *Measure* |
| **Education / Qualifications** | 1. Educated to GCSE standard in English and Maths (or equivalent) | **X** |  | A, D |
|  | 2. Relevant Finance and / or Health and Safety qualification |  | **X** | A, D |
|  | | | | |
| **Experience** | 3. Minimum 2 years’ experience of working in a finance or administration role (ideally within a charity). | **X** |  | A, I |
|  | 4. Processing accurate financial records and transactions | **X** |  | A, I |
|  | 5. Managing Purchase order and reconciliation systems | **X** |  | A, I |
|  | 6. Health and Safety Management |  | **X** | A, I |
|  | 7. Management of all visitors and contractors on site | **X** |  |  |
|  | 8. Maintaining and managing systems for stock control | **X** |  | A, I |
|  | | | | |
| **Skills & Abilities** | 9. Able to communicate clearly and manage sensitive information in line with Data Protection | **X** |  | A, I |
|  | 10. Good interpersonal and team working skills | **X** |  | A, I |
|  | 11. Good IT skills in Microsoft Excel and Accounting systems (ideally SAGE) | **X** |  | A, I |
|  | | | | |
| **Other Requirements** | 12. An understanding of the issues faced by people with a learning disability and their family carers |  | **X** | A, I |
|  | 13. Willingness to undertake relevant training as required. | **X** |  | A |

**Measures:**

**A: Application Form**

**I: Interview / Exercise**

**D: Document checks**