Team Administrator

JOB DETAILS

Job Title: Team Administrator
Reports to (title): Office Manager
Date: Feb 2018

PURPOSE OF THE JOB
To provide effective and efficient administrative support services to the Finance and Core Services Team

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Key Tasks:

- Under the supervision of the Finance Manager provide purchase ledger support including:
  - data entry of purchase ledger invoices
  - checking supplier statements in Xero
  - loading payment templates to the bank
  - monitoring of accounts inboxes
- Provide administrative support to the remotely based Contracts manager including scanning, filing, sourcing signatures and updating records
- Assist the Office manager in providing administrative support including:
  - organising and booking teleconferences
  - dealing with incoming and outgoing mail including couriers
  - ordering stationery and office supplies as required
  - filing, photocopying/scanning
  - organising travel and accommodation for trips and conferences
  - supporting meetings as required including co-ordinating agendas, taking minutes, circulating paperwork and organising refreshments
  - providing support to and cover for other administrative staff as and when required in order to ensure continuity of service
  - general office support
  - undertake other duties that may be considered appropriate
**PERSON SPECIFICATION**

**Essential**
- Previous experience of providing administrative support to a team
- Intermediate level IT skills, including Word, Excel and PowerPoint
- Strong organization and prioritization skills
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Professional telephone manner
- Ability to work methodically and accurately
- A flexible approach with the ability to respond quickly to issues as they arise
- A pro-active approach to problem-solving
- Awareness of handling confidential and sensitive information

**Preferred:**
- Experience of healthcare charity sector
- Purchase ledger experience

**KEY INTERFACES**

**Internal:** All groups within Cochrane, particularly Central Executive Team

**External:** Suppliers, Stakeholders, Partners

**DIMENSIONS**

**Budgetary responsibility:** None

**Number of direct and indirect reports:** None