



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
<p>Key Tasks:</p> <ul style="list-style-type: none"> • Under the supervision of the Finance Manager provide purchase ledger support including; <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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