

JOB & PERSON DESCRIPTION

POST TITLE: Admin Assistant (Volunteer)

HOURS: Flexible to suit volunteer within standard office hours

LENGTH: This could be a short term or long term position

ACCOUNTABLE TO: Head of Finance and Business

LOCATION: This role is office based in Hextable, Kent

A: Main Responsibilities

- Responsibilities can vary depending on the candidate's experience
- Support our teams with administrative tasks

B: Specific Responsibilities

- Sort through old confidential paper files, scan them and shred them.
- Input our daily training income onto Quickbooks Accounting system
- Update our member email addresses onto GoCardless direct debit system
- Support with other administrative tasks

PERSON SPECIFICATION

A: Personal Characteristics and Qualities

- **Humility** - Having a modest view of your own importance
- **Integrity** - The quality of being honest and having strong moral principles
- **Openness** - Acceptance of, or receptiveness to change or new ideas
- **Collaborative** - Involving two or more parties working together
- **Solution-focused** - Concentration in problem solving or dealing with a difficult situation
- **Learning** - Knowledge acquired through study, experience, or being taught
- **Creative** - Having good imagination, thinking differently, or having original ideas
- **Fair** - Treating people equally without favouritism or discrimination
- **Committed** - Dedicated to a certain course, cause or policy
- **Passionate** - Having or showing strong feelings or beliefs

B: Qualifications & Experience

A-D grade Maths and English GCSE (or equivalent)

C: Skills, Abilities & Motivation

- IT proficient and confident using different microsoft systems (all necessary training will be given though)
- Thorough approach to work and a good attention to detail
- Ability to remain motivated during repetitive tasks
- Understanding of the importance of confidentiality