



ABOUT THE JOB

Job Title: Temporary Administrative Assistant
Reporting to: Finance Manager
Banding: Temporary Contract - up to 8 months in duration

Job Summary: To assist the administration team in ensuring the efficient and effective administration functions of St John Ambulance and Rescue (the "Service"). Duties will include general administrative and office duties, including assisting with invoicing and subscription payments.

KEY RESPONSIBILITIES

- Creating customer invoices;
- Receipting customer payments;
- Creating supplier payments;
- General book-keeping;
- Creating customer statistics for reporting;
- Handling queries from the public, in person, by email or by telephone;
- Ad-hoc administration duties including filing, scanning and printing.

The hours of work are 35 hours per week (Monday to Friday 9am until 5pm)

This job description is a broad outline only, allowing for scope, development and job satisfaction. A review of responsibilities may take place at any time.



ABOUT YOU

Person Specification

This is a specification of the essential and desirable requirements to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description) and forms the basis for selection.

| Requirements | Essential | Desirable |
|--|-----------|-----------|
| Experience | | |
| Experience of working within an administrative role | ✓ | |
| Competent working with Microsoft Excel and other Microsoft Office products | ✓ | |
| Previous experience with online banking functions | ✓ | |
| Skills, knowledge and abilities | | |
| Good written, oral and electronic communication skills | ✓ | |
| High attention to detail | ✓ | |
| Good organisation skills | ✓ | |
| Personal Qualities | | |
| Enthusiastic | ✓ | |
| Motivated | ✓ | |
| Positive attitude | ✓ | |
| Credible and trustworthy | ✓ | |

This Job Description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance and Rescue Service. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials:
KJF

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May 2023