

### JOB DESCRIPTION AND KEY RESPONSIBILITIES

JOB TITLE:	<b>Administration/Finance Officer</b>
REPORTING TO:	<b>Trust Manager</b>
RESPONSIBILITY FOR:	<b>1) Hall Finances &amp; Bookings, 2) Business Centre Invoices and payments 3) General Administration</b>
SALARY:	<b>£10 per hour</b>
HOURS:	<b>25 hours per week (Monday-Friday 12.30-5.30pm)</b>

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#### **OVERVIEW OF RESPONSIBILITIES:**

The Administration/Finance post is part of the team at Crystal Palace Community Trust (CPCT) based at Anerley Town Hall. The role focuses on the administration & financial management of the Anerley Town Hall & Business Centre and participation in CPCT project finance. Some of the work required will be of a clerical nature as well as reception work and dealing with day to day enquiries from both the Business Centre and Community Hall users CPCT manages its financial affairs in an efficient and effective manner. The postholder should therefore be committed to a teamwork approach and be prepared to help as necessary with the general workload of the team and CPCT as a whole. The work will involve taking full responsibility for some tasks while sharing responsibility for others. Use of financial computer systems such as Microsoft Excel is essential, although some training in specific areas may be given.

**MAIN DUTIES** will include some or all of the following:

#### **1. Finances**

- To ensure accurate financial procedures and records are maintained to the best standards of accounting, in accordance with the requirements of CPCT.
- To prepare invoices and advise individuals and groups about their payments and due dates.
- To log in requests for payments and ensure invoices are paid in a timely manner
- To routinely assess the integrity and accuracy of the spreadsheets and other systems used for monitoring, and to make modifications as instructed.
- To assist in the preparation and submission of information required for annual reporting.
- To undertake such routine tasks as chasing debtors, issuing orders and invoices, managing the CPCT asset register and its insurance needs.
- Effectively and accurately handle cash received as payments in a safe and appropriate manner
- To suggest ways of reducing CPCT expenditure, increase its income, and improve the operation of the Trust.

#### **2. Office Administration**

- Control entry and exit to the building, greeting visitors and ensuring they sign in & out & follow appropriate procedures.
- Effectively deal with Halls & Business Centre enquiries and advise enquirers of procedures and systems, and where necessary carry out viewings of the halls and business centre units.
- To ensure there is appropriate stationary and consumables in stock and replenish when needed.
- Help Business Centre users with day to day tasks as deemed necessary.
- Ensure that all visitors sign in and out of the centre and issuing passes where necessary.
- To ensure that the necessary data is collected to monitor the use of the Business Centre and Community halls.
- To input registers and add new users onto our database record system
- To do a daily handover to the other admin officer (s)
- Manage community hall and meeting room bookings according to the approved procedures.
- Ability to compose letters to clients & building users.
- Answer telephone enquiries; take messages and direct calls to the correct person.
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#### **3. Work as part of a team and also independently as required.**

- Identify & suggest improvements to office systems and procedures.
- Be flexible and help with cover when required
- To attend and contribute to regular line management meetings to identify any areas of concern
- Undertake other tasks as may from time to time be required by management for the proper running or the further development of the Crystal Palace Community Trust