

Office Administrator

DIOCESE OF NEWCASTLE AND DURHAM JOINT EDUCATION TEAM

Employer: Newcastle Diocesan Education Board

JOB TITLE: Office Administrator

JOB SUMMARY: Working as part small team, contribute to the delivery of an effective and efficient administration and finance function for the joint Education Team.

BACKGROUND: The Joint Education Team is committed to the flourishing of all children and young people and the part that education plays in achieving this. It strives to offer the highest quality of education to ensure that each and every child achieves their full potential whilst having a lively engagement with the Christian faith within the setting of a Christian community.

LOCATION: Church House, St John's Terrace, North Shields NE29 6HS

ACCOUNTABLE TO: Bursar

KEY RELATIONSHIPS: The Director of Education, Assistant Directors of Education, Joint Education Board Members, Head Teachers and Boards of Governors, colleagues at Church House.

MAIN DUTIES AND RESPONSIBILITIES:

- Ensure that all financial transactions (purchase ledger, sales ledger, bank reconciliations) are carried out in a timely manner and treated correctly technically, and that journals and reconciliations are done on a daily or monthly basis in accordance with the finance schedule.
- Monitor actual spend against budget, highlighting any inconsistencies or potential overspends and take remedial action within scope of delegated authority.
- Monitor income streams from property rentals, ESFA and conferences and events; prepare financial and operational management reports and information.
- Prepare financial information for approval. Monitor project spend against forecast, highlighting any variances and recommending remedial action within scope of delegated authority.

- Provide secretarial and general administrative support to the Bursar and Assistant Directors (2), including diary management, organisation of travel and accommodation, and co-ordination and management of events.
- Develop and maintain effective and efficient office systems (electronic and paper based) to support the work of the team.

This job description does not form part of a contract of employment

PERSON SPECIFICATION:

Essential

- Hold or be studying for an NVQ Level II in finance or business administration or able to demonstrate equivalent experience;
- Previous experience of working in a general office or finance environment, in particular able to demonstrate a working knowledge of sales and purchase ledger and bank reconciliation;
- Able to demonstrate experience of working in a secretarial or administration function, including preparation of letters and other documents, filing, photocopying, diary management and travel;
- Computer literate, able to use Microsoft office, including Power Point and Excel, and other financial database packages;
- Able to demonstrate a high degree of accuracy and attention to detail;
- Able to analyse and interpret data; identifying key trends and take corrective action as appropriate;
- Able to solve problems and make decisions within delegated level of authority;
- Able to demonstrate good organisation skills, able to prioritise.
- Able to work flexibly to meet deadlines;
- Proven ability to work as part of a team;
- Motivated self-starter, able to work with minimum supervision;
- Able to build relationships with a variety of people and at all levels;

- Empathy with the mission of the Church of England and Board of Education.

Desirable

- Previous experience of organising events, conferences or training workshops;
- Experience of developing office systems;
- Able to demonstrate an understanding and/or knowledge of Church or School structures.

Salary	£7,787 per annum (£19,468 pro rata)
Pension Contributions	The successful applicant will be able to join the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme The Newcastle Diocesan Education Board contributes 10% of pensionable salary as an employer contribution to the Scheme. This is a non-contributory Scheme but staff may voluntarily contribute to the Scheme if they wish to do so.
Hours of Work	The post is offered on a job share basis (0.4 FTE) working 15 hours per week (consecutive days to be agreed). The normal office hours are 08:30 to 16:30 Monday to Friday. The post may require availability and attendance at evening and weekend meetings and events. Overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid.
Annual Leave	The leave year runs from 1st January to 31st December. It is the custom for staff to use annual leave between Christmas and New Year when the office is closed. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Board.
Contract	The post is offered on a permanent, subject to successful completion of a six month probationary period.

Application and Selection Process

Closing date for receipt of applications: **12 noon, Monday 25th June 2018**. The selection process will include exercises and an interview and is scheduled for **Monday, 9th July 2018**.

You may e-mail your completed application form to eileen.bell@drmnewcanglican.org or return your completed application to Mrs E Bell, Bursar, Church House, St John's Terrace, North Shields NE29 6HS