

Job Description

Job title: Administration Assistant



Responsible to: Finance and Administration Officer

Main purpose of job:

As part of the Finance and Commercial Team, pro-actively provide efficient administrative, financial and operational support services to Museums Northumberland by assisting in and carrying out the following tasks:

Main duties

- Arrange, co-ordinate, attend and minute internal and external meetings or briefings. This includes providing refreshments and carrying out room/equipment set up in a timely manner.
- Support CEO with diary management and co-ordination.
- Receive and make telephone calls, take messages and answer queries. Carry out reception and switchboard support, in line with Museums Northumberland customer service standards.
- Ensure the administration reception area is tidy. Welcome and direct visitors or contractors in line with Museums Northumberland's health & safety policy.
- Process weekly banking.
- Carry out Membership and Tally Wall administration support; including welcoming new members, member renewals, issuing Tally Wall letter/certificate.
- Balance and process petty cash transactions.
- Maintaining stock levels of office supplies.
- Process, place and monitor progress of orders; arrange for the distribution of deliveries.
- Carry out listings updates of Museums Northumberland event and exhibition listings on specified websites.
- Process transactions using Sage Accounts 50.
- Provide support to process postal and courier services.
- Provide logistical and administrative support to the Management team.
- Provide support on event days, assist with banking, enquiries and social media.
- Support the Trust's social media engagement
- Ensure the Trust's internal financial and administration procedures are followed.
- To undertake other duties as consistent with level, nature and grade of the post.
- To take reasonable care for your own health and safety at work, and for any others in the workplace who may be affected by your actions or omissions.

PERSON SPECIFICATION: Administration Assistant

| | ESSENTIAL | DESIRABLE |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of working in an office environment • Using Microsoft Office including Excel to undertake a range of clerical and administrative duties, including data input and retrieval • Meeting administration • Diary co-ordination | <ul style="list-style-type: none"> • Working in a multi-disciplinary environment • Working in a public facing organisation • Demonstrable experience of utilising financial IT systems |
| KNOWLEDGE | <ul style="list-style-type: none"> • Digital and verbal communications | <ul style="list-style-type: none"> • Interest in museums and charities |
| SKILLS AND APTITUDES | <ul style="list-style-type: none"> • Prioritise workload of self and work to deadlines • Ability to use Microsoft Office confidently • Ability to produce accurate records of meetings | <ul style="list-style-type: none"> • Ability to use Sage Account confidently |
| PERSONALITY | <ul style="list-style-type: none"> • Accurate, with a high attention to detail • Conscientious • Reliable and discrete • Flexible • Consistent approach and solution focused | |
| QUALIFICATIONS/ TRAINING | <ul style="list-style-type: none"> • Good general education achievement | |
| MOTIVATION | <ul style="list-style-type: none"> • A commitment to providing high quality services • A commitment to working as part of a dedicated team | <ul style="list-style-type: none"> • Interest in Northumberland's heritage and culture • Interest in museums and archives |
| CUSTOMER CARE | <ul style="list-style-type: none"> • Responsive to the needs of internal and external customers | |
| EQUALITY AND DIVERSITY | <ul style="list-style-type: none"> • Understanding of how Equality and Diversity can improve our ability to deliver better services | |
| DEVELOPING SELF AND OTHERS | <ul style="list-style-type: none"> • Willing to share learning and encourage others to do the same | |
| OTHER REQUIREMENTS | <ul style="list-style-type: none"> • Prepared to work flexible hours • Able to meet transport requirements of the post | |

Pay and Conditions

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| Salary: | £16,781 per annum |
| Hours of work: | 37 hours per week, Monday to Friday |
| Holiday entitlement: | 23 days per annum plus bank holidays |
| Duration of contract: | Permanent |
| Pension: | Employer Contribution Scheme |