

# JOB DESCRIPTION

**Post Title:** Administrative Assistant /Receptionist

**Location:** George Lansbury Extra Care Scheme

**Responsible To:** Scheme Manager

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## PRINCIPAL DUTIES

1. Responsible for ensuring the timely collection of all rents due to the Scheme, service charges, and supporting people monies, in accordance with the Associations established financial systems.
2. Chasing arrears in rent in accordance with the Association's financial procedures, and by liaising with individuals, Local Authority and Housing Benefit departments
3. Monitoring and maintaining computerised rent accounts to meet financial audit requirements, and to provide accurate weekly statements of accounts.
4. Provide for the scheme manager weekly statistical information regarding income for the Scheme, and arrears situation.
5. Collection, recording and banking of Monies for the Scheme.
6. Completion of wage returns and salary documentation for submission to Hafod Care Payroll and Personnel departments.
7. Set up and maintain tenants files.
8. To undertake reception duties including answering telephone, directing visitors, and the distribution of mail.
9. Reporting maintenance defects.
10. Monitoring of stationery stock levels.
11. Collection and banking of public telephone monies.
12. Maintaining a record of expenditure for the Scheme.
13. Provide secretarial and administrative support to the Scheme Manager.
14. Maintaining an inventory for the Scheme.
15. Ad Hoc duties as required.

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The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

## HAFOD CARE ASSOCIATION LIMITED

<b>PERSON SPECIFICATION: ADMINISTRATIVE ASSISTANT (GEORGE LANSBURY)</b>		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	5 GCSE's or equivalent including English and Mathematics	AAT HNC in Business and Finance
WORK EXPERIENCE	Office environment  Experience of invoicing, monitoring income, and use of computerised financial systems.  Regular internal liaison within an organisation and liaison with external bodies eg DWP, Local Authorities etc.	
SKILLS AND KNOWLEDGE	Computer Literacy – particularly Microsoft Word and Excel 97/2000  Financial record keeping  Communication - written and verbal  Administration and Office Skills  Interpersonal skills	
SPECIAL APTITUDES	Honesty  Independence  Initiative	Flexible attitude towards work roles
OTHER REQUIREMENTS	Full, current UK driving licence and use of a car	

## **PAY AND CONDITIONS – ADMINISTRATIVE ASSISTANT**

1. The salary for this position will be **£14,964** per annum.
2. The hours of work will be **36** per week Monday to Friday.

Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.

3. Your minimum paid holiday entitlement will be **20** days' per annum pro rata plus bank and public holidays and **6** extra concessionary days.
4. In addition to the basic entitlement, staff with more than two years continuous service at the beginning of the leave year will qualify for one additional day's leave for each following complete year of service up to a maximum of ten working days [pro rata for part time].
5. Employees are entitled to join the Association's company pension scheme after three months employment with the Association.
6. On appointment you will become a member of the Association's group life insurance scheme which entitles your next of kin to receive a sum of money equal to twice annual salary in the event of your death whilst an employee of the Association.
7. You will be required to be in possession of a current valid driving licence and provide your own car. You will be reimbursed for mileage undertaken on the Association's business under the Fixed Profit Car Scheme under which the Association can pay tax-free mileage allowance. For 2006/07 this allowance is 40p per mile for the first 10,000 miles and 25p per mile thereafter.

**CLOSING DATE FOR ALL APPLICATIONS IS**

**FRIDAY 6<sup>TH</sup> NOVEMBER 2009**