
Office Administrator Recruitment Pack

Social Value UK is the national network for anyone interested in social value and social impact. We work with our members to improve the accounting, measurement and management of social value. We believe in a world where value is not only defined in financial terms but also includes changes to people's lives that are not captured in financial markets. We believe organisations should put the changes that people experience at the heart of their decision making.

To achieve our mission, Social Value UK provides training and assurance services, as well as hosting regular meetings and events, creating new tools and resources, and running campaigns. Through supporting and working with our members, and as a National Member Network of Social Value International, we are creating an international movement for change.

Social Value UK is an organisation with big ambitions, and we're looking to recruit an events, marketing and membership assistant to join our small team. We are looking for a proactive multi-skilled individual with a passion for social justice.

Social Value UK is the national chapter of Social Value International¹ (SVI). SVI is a separate organisation, a charity registered in England, operating globally to develop more affiliated networks. Social Value UK have a contract with SVI to provide a package of services including some administrative duties that are included in this job description.

Location

The role is based in the Social Value UK office in Liverpool City Centre. You may be required to undertake travel to attend and organise conferences and events.

Hours

The successful applicant will be required to work 35 hours per week. Holiday entitlement is 25 days per annum.

Salary

£17,000 - £21,000 per annum, depending on experience.

¹ <http://socialvalueint.org/>

To Apply

To apply, please email Clare at clare.bentley@socialvalueuk.org with your CV and covering letter (no more than one A4 page) stating why you are interested in the role and summarising your skills and experience in relation to the job description below.

Closing date for applications is Friday 30th August 2019 at 5pm.

Interviews will be held during the week beginning 2nd September 2019.

Start date will be ASAP subject to the candidate's availability.

Job Description

We are looking for a highly efficient office administrator to play a key role in our small but dynamic organisation. The job involves providing smooth administration to all areas of the business and leading on core functions such as HR and financial administration. We are looking for someone who is highly organised, motivated and can be part of an exciting team as we look to scale our organisation.

The Office Administrator will report to the Chief Executive of Social Value UK.

Main Duties and Responsibilities

Financial administration for Social Value UK and Social Value International

- Preparation of sales invoices
- Receive purchase invoices and arrange cheque payments to be signed by the CEO or BACS payments when approved by CEO
- Maintain up-to-date list of debtors and creditors
- Entry of all financial data onto QuickBooks accounting system
- Prepare monthly bank reconciliations and monthly reports on actual income vs. budget
- Ensure P.A.Y.E./NIC dues are paid monthly to HMRC
- Preparation of quarterly management accounts
- Liaise with accountants on preparation of end of year accounts
- Keep up-to-date budgets for individual projects

Governance and legal for Social Value UK and Social Value International

- Arranging dates, times and venues for board meetings
- Collating and distributing board papers
- Providing support in administration of legal and financial returns
- Ensuring insurance and other licences (e.g. website) remain current
- Assisting the Membership and Networks Manager with the preparation of national network agreements

Human Resources

- Maintain employee records including holiday and sickness
- Maintain health and safety, environment and equal opportunities policies
- Prepare contracts for new starters
- Liaise with accountants to ensure new starters are set up on payroll

Membership, Training and Marketing

- Assisting the Communications and Campaigns Officer with maintenance of websites (using Word-Press CMS)
- Assisting the team with administration to ensure training, events and membership runs smoothly

General Office

- First point of contact for mail, email and phone enquiries to Social Value UK
- Arranging staff travel and accommodation including international flights
- Ensure office environment is clean and tidy
- Manage computers, printers and networks for staff team
- Sending any necessary materials by post and courier
- Ordering stationary and office materials

Person Specification

Skills / Experience	Essential / Desirable
Highly organised individual	Essential
Ability to multi-task and work well in a small team	Essential
Experience in financial management	Essential
Experience working with QuickBooks (or other online accounting software)	Essential
Experience with Microsoft Office	Essential
Experience in business administration	Essential
Excellent customer service skills	Essential
A passion for social justice	Essential
Positive can-do attitude	Essential
Experience of HR systems	Desirable
Experience with WordPress	Desirable
Experience working with Salesforce (or other CRM systems)	Desirable
Experience working with legal documentation, contracts etc	Desirable
Educated to degree level	Desirable