



Office Administrator

Reports to: Chief Operating Officer

Location: Innovista International, Oxford, UK

Hours: Full time (37.5 hours/week)

Salary: £20,000-£24,000

Specific Occupational Requirement (SOR): This role has a SOR to be filled by a Christian under the provisions of the Equality Act (2010)

About Innovista

Innovista is a leadership development organisation that equips leaders to change their communities with the hope of Jesus. We develop and deliver training and tools for missional leaders, through a growing team of national and local staff.

Purpose of the role

The purpose of the Office Administrator is to ensure the smooth running of the International office administrative and support functions, in a timely and professional manner.

Role responsibilities

Office & Administration

- Oversee office facilities to ensure smooth running including:
 - Maintaining a positive and friendly organisation image by acting as the first point of contact for visitors in person, online, and via telephone
 - Processing incoming and outgoing post, answering phone calls and welcoming visitors
 - Ensuring appropriate levels of office supplies are available within agreed budget
 - Ensuring that a clean and tidy office environment is maintained, that is welcoming to visitors and conducive to staff well-being and efficiency
 - Supervising contract cleaning staff
 - Ensuring the office is set up for visitors and, where appropriate, setting up meetings including regular staff meetings, recruitment interviews, etc and assisting with facilitating meetings
 - Ensuring Health and Safety compliance is maintained
- Maintain a diary of office and other activities and communicate details of activities to all staff (including internationally), as appropriate

- Liaise with external service providers, including IT, phone providers and the office landlord, in order to maintain a high level of service to staff and volunteers (including internationally)
- Assist with travel itineraries, bookings and risk assessments
- Arrange internal meetings and events including scheduling, booking rooms, planning refreshments and communicating with participants
- Monitor special events, birthdays and anniversaries, and arrange for cards to be circulated for staff to sign, as appropriate, in a timely manner
- Provide support to the Chief Operating Officer, as required, including document preparation and formatting
- Maintain electronic filing system for procedures and policies including implementing a system for regular review and updating

Finance

- Provide bookkeeping support to the Finance Manager including:
 - Income
 - Processing income from all sources and paying into the bank, as appropriate
 - Maintaining timely and accurate records in Xero and thankQ
 - Producing monthly invoices
 - Reporting to Supporter Relations team regarding receipt of grants and donations, as appropriate
 - Expenditure
 - Processing invoices efficiently and accurately, ensuring any differences are followed up
 - Following up supplier queries, maintaining good relationships
 - Providing information to ensure the prompt payment of invoices and staff/volunteer expenses
 - Accounts and Reporting
 - Performing fortnightly bank reconciliations, following up any queries within one week
 - Carrying out monthly credit card and petty cash reconciliations
 - Processing monthly procedures as defined in the Management Accounts check-list, ensuring that all tasks are completed to given deadlines
- Provide additional information as required by the Finance Manager and Management Team

General

- Carry out additional duties that may be required
- Participate fully in the life of the Innovista team, including weekly staff prayers, team training, etc and be committed to Innovista's purpose, vision, values and statement of faith
- Communicate clearly (in writing and verbally) at all times to a wide range of audiences (including international staff)

Person specification

Experience and qualifications

You have...

Essential

- Excellent computer skills including experience of using Word, Excel and Outlook
- Experience of working in an administrative capacity, preferably in an office environment
- Relevant First Aid qualifications (or are willing to be trained)
- Proven willingness to accept responsibility

Desirable

- Previous experience of bookkeeping is an advantage
- Knowledge of Health & Safety procedures

Skills

You are...

- Well organised and efficient
- Accurate, with great attention to detail
- Able to juggle competing priorities and work to deadlines
- An effective communicator, able to communicate clearly (in writing and verbally) at all times to a wide range of audiences, including international staff
- Able to manage and build relationships with external service providers and suppliers
- Able to use IT effectively and able to train others to use it well
- Numerate and willing to learn how to best use our accounting systems

Character

You are...

- A committed and growing Christian, passionate about mission, and in agreement with Innovista's purpose, values and statement of faith
- Open to feedback and eager to grow and develop
- Dependable and willing to accept responsibility
- Able to maintain confidentiality
- Self-motivated and able to work without supervision
- Welcoming, positive and professional

Notes

Job Description

This Job Description is not exhaustive and changes may be required as the organisation develops. Changes to this job description will be carried out in consultation with the holder of the post.

Hours of work

The role is intended to be full time although applications will also be welcomed from outstanding candidates who wish to propose more flexible arrangements, including short term contracts.

Personal Development

Each staff member has a Personal Development Plan designed to enhance job performance.

Confidentiality

Any information relating to people contacted by the charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Safeguarding young people

Innovista is committed to safeguarding the welfare of young people and expects all employees to share this commitment. All appointments are subject to a satisfactory DBS check being received. The successful candidate for this post will be asked to apply for a Disclosure at the standard level. Further information about the Disclosure scheme can be found at <https://www.gov.uk/dbs>.

Privacy

We value your privacy. We promise to keep your details safe and will never sell them. Need extra reassurance? Read our full privacy policy online (innovista.org/privacy). You can change how you hear from us at any time – just email hello@innovista.org or call 01865 788350.