

AYLESBURY YOUTH ACTION (AYA)
JOB DESCRIPTION

Job Title:	Office Administrator & Book keeper
Accountable to:	Funding and Finance Coordinator
Hours of work:	10 – 12 hours per week
Leave:	28 days inclusive of bank/public holidays (pro rata). Christmas day is an additional day allocated.
Type of contract:	Part time, with a six month probationary period
Salary:	£9.51 - £11.19 per hour (depending on qualifications and experience)
Travel/Location:	Local AYA office, Queens Park Arts Centre, Aylesbury.

Overall Role

- To organize and maintain the smooth running of the AYA office.
- Work with the Funding and Finance Coordinator to maintain the financial health of the charity.

Duties and Responsibilities

- Keep records of project income and expenditure through Sage.
- Control debtors and creditors.
- Work with the Funding and Finance Coordinator to reconcile and report monthly financial data.
- Deal with general enquiries from young people and other organisations in the absence of AYA Manager and Project Leader, and refer where necessary.
- Take responsibility for organizing the office and replenishing stationery, project resources and marketing materials as required.
- Collate any cash received and take to the bank as required.
- Keep office records as necessary to ensure smooth administrative process.
- Attend regular team meetings and disseminate the minutes as required.

Other Duties

To carry out any other AYA duties as required by the Manager including:

- Fulfill any other reasonable duties requested by the AYA Manager, Board of Trustees or similar.
- Administering own workload, which includes meeting targets and deadlines in line with the AYA Performance Assessment System.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of AYA policies and procedures.
- Report any behaviour, conversations or comments, which are inappropriate within a setting for children and young people.

Safeguarding

Aylesbury Youth Action requires all of its employees to abide by its policies of Safeguarding and promoting the welfare of vulnerable children, young people and adults. An enhanced Disclosure and Barring services (DBS) (previously know as CRB) check is required with the post. As well as this position being subject to a satisfactory enhanced disclosure, the job offer will also be subject to a minimum of two satisfactory references.