

**WE ARE RECRUITING FOR A
Central Services Administration and Support Officer (Maternity Cover)**

W3, London

£20,000 - £24,000 per year

Temporary, Full-time

Start Date: January 2020

Role Overview

To help us to keep our operation efficient and organised, we are seeking a Central Services Administration and Support Officer with exceptional attention to detail to join our hard-working team on a 12 months fixed term contract. The role is subject to a degree of flexibility, but initially the Administrator will be responsible for providing administrative support and best practice across the organisation, with a particular focus on finance and producing reports across teams.

Reporting to: Director of Finance and Central Services.

Responsibilities

- Financial processing and record keeping
- Database management - maintaining the payments, HR, charity/ supplier and databases
- Reporting and data capture across the organisation
- Query handling – by telephone and email
- Managing 3rd party suppliers, e.g. IT support company and Independent Data Privacy Advisor. Including managing any project work 3rd parties undertake
- Support with other projects when needed
- Co-ordination of all admin resource across the organisation to develop best-practice
- Other general office support (answering phone, filing, cross-checking files) and office management

Measures of Success

- Accurate and timely processing and record keeping
- Stakeholder satisfaction

About you

You are highly organised and have great attention to detail. A friendly team player, you are willing to turn your hand to anything that makes the most of your administration skills and can-do attitude. Confident with numbers and data and a bit of a whizz with anything digital you learn quickly and get things done quickly and efficiently.

Essential

- Experience of delivering administrative duties in a fast-paced environment
- Evidence of strong organisational skills
- Numerate and able to spot errors
- Excellent communication skills
- Digitally savvy and able to use a range of technologies to support the charity
- Reporting skills

Desirable

- Book keeping or sales/purchase ledger experience
- Data handling experience
- Customer service experience
- Flexibility in terms of working hours and/or location
- Experience in the not-for-profit sector
- Committed to reducing food waste, food poverty
- Willingness to help in the depot/operation with food re-distribution if needed

Please apply via [charityjob](#) before 29 November 2019 5pm.

If you have any questions, please email recruitment@thefelixproject.org

<https://www.charityjob.co.uk/jobs/central-services-administration-and-support-officer-maternity-cover-/675262?tsId=8>