

Job Description **Business Administrator**

£25,992 full-time salary (pro rata 16 hours per week. This is a fixed term contract for 1 year with the potential of becoming permanent).

Contract Duration: 1 year from start date

Contracted Hours per Week: 16

Working Arrangements: Working from home with up to 20% of your working hours in office.

Closing Date: Friday 17th January 2025, 12 noon *

Disclosure and Barring Service Requirement: Yes

Job Title: Business Administrator

Working arrangements: Fixed term (1 year from start date).

About the role:

To work alongside the Business Manager to co-ordinate all administrative and financial functions of Sunderland People First to ensure the smooth running of the business and processes.

Responsibilities:

- To complete the day-to-day administrative functions of the company under the direction of the Business Manager.
- To issue sales invoices, process purchase invoices and maintain up to date and accurate records and transactions using Sage One accountancy system
- To attend and minute relevant meetings
- To comply with data protection principles in respecting the privacy of personal information
- To adhere to our safeguarding policies and procedures
- Preparing financial statements showing business income and expenditure
- Paying vender invoices and tracking bank account balances
- Providing relevant monthly financial update (cash flow)
- Managing employee expense claims
- Assisting the Business Manager and the Accountant with administrative duties and preparing yearly accounts

Essential Criteria:

- A good standard of English and Maths (At least a Level 3 Qualification in English and Maths, or equivalent)
- 1 year experience of Sage Accounting Software preferred
- Good working knowledge of Microsoft Office Systems
- Good attention to detail and accurate work
- Ability to work to deadlines
- Good organisation skills and self-management to meet business objectives
- Solution focused with a positive 'can do' attitude

Benefits:

A competitive salary is only one part of the many fantastic benefits you will receive if you join Sunderland People First - you will also receive access to the following benefits:

- 26 holidays per year (as well as 8 statutory bank holidays). Including time off at Christmas and New Year. This goes up to 31 after 5 years' service
- The opportunity to take part in staff volunteering activities
- Family friendly policies, including maternity and adoption leave
- Appraisals and 1:1 meetings - supported through regular 1:1 conversations
- Work life balance - We offer flexibility through various schemes including job sharing, home working (if you work full time up to 20% of your working hours can be at home). We also operate flexi time
- Knowledge that you are having a positive impact on quality of life. We believe that if you make things better for people with a learning disability and autistic adults – you make things better for everyone!

***Sunderland People First retain the right to close the application window before the published deadline date if the right candidate is found.**