Job Description

Administrative Assistant

The Administration Assistant provides efficient day-to-day office and administrative support across the organisation, with a particular focus on supporting governance and HR functions, including payroll administration. The role ensures the smooth running of core administrative processes, maintains accurate records, and provides reliable support to colleagues and the Corporate Board.

Key Tasks and Responsibilities

- Provide general administrative and office support to the organisation, including managing correspondence, filing, record-keeping and office supplies;
- Provide administrative support to governance activities
- Support the People team with day-to-day HR administration, including maintaining personnel records, drafting standard HR correspondence, and supporting recruitment administration such as arranging interviews and issuing offer paperwork;
- Support the monthly payroll process, including collating and checking starters and leavers information, and other payroll data, and liaising with the Senior Finance Manager and the third-party payroll provider to ensure accurate and timely processing;
- Assist with maintaining HR and payroll systems, ensuring records are kept up-to-date, accurate, and compliant with data protection requirements;
- Provide administrative support for the induction and onboarding of new starters, including preparing induction materials and coordinating first-day arrangements; support the organisation and administration of training and development activities;
- Assist with the maintenance of policies and procedures, ensuring documents are up-to-date and accessible to staff;
- Provide administrative support in relation to insurance, contracts and supplier records;
- Respond to routine queries from staff, trustees and external contacts in relation to governance, HR and payroll administration, escalating as appropriate;
- Undertake other general administrative duties as required to support the smooth running of the office.

Corporate responsibilities

- Work closely with colleagues across the organisation to provide effective administrative support.
- To be committed to the aims and values of the organisation.
- Liaise with others and participate in internal and cross-organisation working groups for training and exchange of information and best practice.
- To take on additional responsibilities commensurate to the role as and when required.

Safety Policy, and Equal Opportunities.

To be committed to developing professional knowledge and practices through continuing professional development, making good use of training opportunities provided.

The successful candidate will be

- An organised and reliable administrator with strong attention to detail.
- Able to manage a varied workload and prioritise competing demands.
- Discreet and trustworthy, able to handle confidential and sensitive information appropriately.
- A good communicator, able to build effective working relationships with colleagues at all levels, stakeholders and external contacts.