

CRAKER BUSINESS SOLUTIONS

JOB DESCRIPTION

Job Title:	Administrator/PA
Salary:	£9,984 to £11,648 per annum (16 hours per week)
Hours:	16 at £12 to £14 an hour depending on experience
Reporting to:	Director

Objectives of post

To improve, maintain and operate efficient administrative systems.
To support the Director in her role providing typical PA services.
To support the Director and Team with administrative tasks.

Duties

1. Maintain the following systems:
 - a. Project Management Software
 - b. Client data, within PM and Xero
 - c. Client mailing lists
 - d. Filing and storage systems (Dropbox, Google Drive).
2. Set up detailed and robust documentation of administrative system flows. Identifying improvements to systems and implementing as necessary.
3. Working with other team members to document and carry out improvements to other systems.
4. Carry out Compliance activities:
 - a. Client Acceptance procedures
 - b. ICAEW reporting
 - c. Data Protection Act reporting
 - d. CPD/Training logs
5. Collate data for environmental reporting for the business and help prepare an annual report.
6. Work with the Director to help ensure she gets from A to B and is prepared when she gets there. Including Diary management, scheduling client meetings and travel arrangements.
7. Deal with incoming post – scan, file and inform the team member responsible and take outgoing post to the post office as necessary.
8. Work with our Bookkeeper to help with basic finance tasks as required.
9. Identifying when stationary is required for the Team and placing orders.

10. Plan, co-ordinate and update annual timetables for staff in relation to diary management for the team, annual leave, training and events/socials.
11. Organise, assist and attend the monthly team meetings and other events.
12. Carry out updates to the website for blogs, and sending out the newsletter to the client database.
13. Posting updates to social media across Twitter, Linked In and Facebook.
14. Carry out other related tasks as needed to support the Team and business.
15. Uphold and adhere to the policies of Craker Business Solutions.