



## THE PICKAQUOY CENTRE

### POST OF FINANCE AND ADMINISTRATION ASSISTANT

#### JOB DESCRIPTION

<b>HOURLY RATE:</b>	£12.20 per hour
<b>NO. OF HOURS:</b>	24 – 30 hrs (days/hours negotiable, Friday's essential)
<b>DATE PREPARED:</b>	November 2023
<b>RESPONSIBLE TO:</b>	Financial Controller
<b>RESPONSIBLE FOR:</b>	Not applicable

**PRINCIPAL FUNCTIONS:** **OVERVIEW**

Your role is to act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

The Finance and Administration Department supports and underpins all operations at the centre. You will be expected to understand the importance of prioritising tasks to meet agreed deadlines.

You will be an effective communicator with the ability to work on your own initiative whilst being sure to ask for guidance when required. The role requires a high degree of multitasking skills to ensure deadlines are met whilst ensuring that all work you produce is of the highest standard. Training in all relevant procedures will be given.

**MAIN DUTIES:**

1. To liaise with and be the main point of contact for various sports clubs, schools, and businesses in regard to bookings at the Pickaquoy Centre.
2. To provide effective responses to telephone and e-mail enquiries.
3. To process sales invoices from booking information.
4. To assist in the processing of purchase invoices.
5. Assist with and prepare daily/weekly/monthly reconciliations and reporting.
6. To liaise with other departments to help resolve customer and internal enquiries.
7. Ensure accurate and timely processing of data for month end accounting deadlines.
8. To assist in the processing of daily banking.

9. To assist in maintaining the Finance and Administration filing systems (online and offline), including confidential information.
10. Assist with data inputting and maintaining our leisure management software systems.
11. To assist your team colleagues to complete regular tasks and continue to meet deadlines during staff team absences.
12. To maintain confidential records and comply with data protection and financial reporting standards.
13. Assist with collection and preparation of year end data for audit purposes.
14. Any other ad hoc jobs as requested by the Financial Controller.
15. To ensure that all duties are carried out with due regard for The Pickaquoy Centre Trust's Equal Opportunities Policy along with any other associated policies and practices.
16. To assist in the continuous improvement programme as measured by the Quality Improvement Scheme to maintain customer service standards through operating procedures and work instructions.
17. To undertake any other duties as the Financial Controller may require.
18. The post holder may be required to work at other sites operated by The Pickaquoy Centre Trust.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications –</b> <ul style="list-style-type: none"> <li>To hold a recognized administration qualification, be working towards an accounting qualification or demonstrate prior relevant experience in an office environment.</li> <li>To be willing to undertake continuous professional development as required by the Management Team</li> <li>To hold ECDL qualification</li> </ul>	<div>✓</div> <div>✓</div>	<div>✓</div>
<b>Relevant work / other experience –</b> <ul style="list-style-type: none"> <li>To have a good basic level of literacy, numeracy and Microsoft Office Applications (Excel, Word, Outlook)</li> </ul>	<div>✓</div>	
<b>Skills and Abilities –</b> <ul style="list-style-type: none"> <li>To produce work to a high degree of accuracy.</li> <li>The ability to work effectively as part of a team</li> </ul>	<div>✓</div> <div>✓</div>	
<b>Personal Qualities –</b> <ul style="list-style-type: none"> <li>To be self-motivated and able to work to strict deadlines and under pressure.</li> <li>To have excellent organisational skills with the ability to prioritise tasks.</li> <li>To be conscientious and treat all sensitive information in a confidential manner</li> <li>To have good personal and telephone manners.</li> <li>To be meticulous in your own personal presentation.</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	
<b>Additional Job Requirements –</b> <ul style="list-style-type: none"> <li>To have the ability to work flexible hours, as and when needed.</li> </ul>	<div>✓</div>	