



Job Description

Part-time Administrator (7 hours a week)

Overall purpose To provide administrative support to the Trustees and the Director

Responsible to: SparkFish Director

Key relationships

- SparkFish Director and Schools Workers
- Chairman of Trustees
- Treasurer and Finance Volunteer of SparkFish
- Members of wider SparkFish team
- Representatives of churches and schools in the local area

Responsibilities

Area of activity	Tasks
Relationships	<ul style="list-style-type: none">• Be a positive ambassador for SparkFish, showing warmth and helpfulness to all enquirers and contacts.• Attend Team meetings monthly
Office administration	<ul style="list-style-type: none">• Maintain up-to-date contact details for schools, churches, team, volunteers and supporters.• Maintain efficient filing systems, electronic and paper as appropriate.• Purchasing and organisation of office supplies, branded clothing, etc.
Communication	<ul style="list-style-type: none">• Handle general SparkFish correspondence.• In conjunction with the Director, edit, produce, and distribute regular newsletters, prayer updates, etc.
Financial and funding administration	<ul style="list-style-type: none">• Maintain day-to-day financial records using QuickBooks software.• Categorize all monthly transactions on QuickBooks by 10th of the following month.• Maintain a supply and system of petty cash.• Pay invoices and staff expenses claims and deposit cheques at the bank.• Raise invoices as required – e.g. to schools and grant providers.• Maintain payroll records and as the authorized person with Stewardship notify them of all changes approved by the Director relating to staff salaries.• Maintain staff pension records as issued by NEST.• Administer donations and communicate with donors including keeping up to date donor Gift Aid records.• Communicate regularly with the Treasurer including at the end of the month sending a copy of the bank statement.
Personnel Administration	<ul style="list-style-type: none">• Maintain an up-to-date record of everyone who works on behalf of SparkFish.• Keep a full record of appointment procedures for staff and volunteers.• Provide clerical support for recruitment processes, e.g. advertising, references, etc.• Secure enhanced DBS checks for all staff and regular volunteer

General Standards of Conduct

The role is very varied so you will need to work on a diverse range of activities and juggle priorities as required. A flexible approach is necessary, you may be requested to work on other areas under the instruction of the SparkFish Director or attend a meeting outside of your normal working pattern.

The nature of the role means that you will see and hear restricted information (particularly financial), you are required to maintain the highest level of confidentiality at all times.