# **Admin Assistant**

Location: London

Salary Range: 18k per annum pro rata

Part time - 3 days/week Start date: 5th of January



An exceptional opportunity to make a real contribution to the smooth running of an energetic, entrepreneurial and innovative organisation. MFD's mission is to use media and new technologies to improve life opportunities for disadvantaged groups and you'll play a key role in this. You're energetic, flexible and good at multitasking, but you'll also have the discipline to manage and prioritise your time effectively and the patience to deal with detail. This is a part time 3 month long position. However, there is a possibility that this contract will be renewed at the end of the contract offered and may also become a full-time post.

# Job Purpose

- o To handle the administration of the organisation
- To ensure the office runs smoothly
- To support colleagues with their projects

### **Specific Duties and Responsibilities**

#### 1. Office management

- Organising & managing our office space to ensure it is a productive working environment,
- Resolving simple IT/phone issues and escalating problems to our service providers where necessary,
- o Managing desk space use and liaising with office management
- Booking meeting room,
- Managing the shared drive,
- Being the first point of contact for external enquiries,
- Routine office admin (eg keeping stationary and appropriate consumables in stock, liaising with insurance brokers and other service providers, server back-up).

## 2. Financial support

- o Processing and approving invoices from suppliers and freelancers,
- Petty cash management & reconciliations,
- Credit Card purchases & reconciliations,
- Obtaining VAT receipts and filing them,
- o Liaising and providing support to our Finance Manager.

#### 3. Staff administration

- Keeping track of annual and sick leave,
- o Ensuring staff files are kept up to date,
- Providing support to new members of staff (business cards, induction, contract paperwork),
- Booking meetings and taking minutes.

## 4. Project Support

- Booking accommodation and travel,
- o Purchasing equipment,
- Organising couriers,
- Responding to ad hoc project support needs.

### 5. Miscellaneous

This may include straightforward changes to the website, support for board meetings, and other tasks.

### General Responsibilities

- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- Act in accordance with the provisions of the Data Protection Act 1998 and Information Governance Policies
- To act in accordance with Media for Development's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns

### Person specification

	Essential	Desirable
Good administrative skills and attention to detail	✓	
Experience of managing a varied portfolio of work and meeting deadlines	<b>✓</b>	
Great interpersonal communication skills	✓	
Excellent numeracy skills and good understanding of Microsoft Office	<b>✓</b>	
Good at working in a team	✓	
Sense of initiative, 'can do attitude', ability to solve issues on your own and to hit the ground running	<b>√</b>	
Demonstrable interest in and experience of media or digital technologies, whether in a professional or personal capacity		<b>√</b>

#### General

- You are dedicated, impeccably trustworthy and can demonstrate an empathy with our mission
- You are confident, approachable and considerate of others
- You have a flexible approach to the job combining energy, enthusiasm and a will to succeed
- You are resourceful and proactive
- You are methodical and well-organised.

To apply please send your CV with a covering letter explaining precisely how your experience meets the person specification. Please send all of this to <a href="mailto:info@mediafordevelopment.org.uk">info@mediafordevelopment.org.uk</a>.

MFD Staff receive 25 days of annual leave pro rata a year as well as bank holidays. Please note that the successful candidate will be expected to come into the office in December for a paid hand-over session. Please do not hesitate to contact the above email if you have any further questions about the role.

Closing date: Wednesday 26<sup>th</sup> November – 9 am Interviews: Week starting Monday 1 December

Recruitment Agencies: we value the work that you do but do not want to be contacted by you in connection with this role.