

NATIONAL YOUTH ADVOCACY SERVICE

JOB DESCRIPTION

Part time Finance Administrative Assistant

Main Purpose of job :	To assist with processing data for inclusion on to claim forms. General finance duties which include filing, archiving etc.,
Accountable to :	Legal Finance Manager
Location of Post :	NYAS Main Office
Working Hours :	21 hours per week
Salary	National minimum wage

NYAS is an equal opportunities employer

1 Key tasks

- To help maintain the Legal accounting systems
- Inputting data on to a time recording system
- Assist in compiling application claims
- Maintain spreadsheets of current case status
- Provide an efficient photocopying service.
- General administration duties to include updating filing systems and archiving

2 Core skills

- Self-motivated.
- To be able to work on own initiative and work to deadlines.
- Be able to undertake tasks without supervision.
- To maintain confidentiality at all times and adhere to NYAS confidentiality policy.
- To liaise with and respond promptly to queries and requests for information.

- To participate in staff meetings, supervision sessions and annual appraisal.
- To work to achieve good working relations with colleagues and any other agencies to secure the best possible service to children and young people;
- To undertake such other duties appropriate to the post, or as may be assigned.
- To be able to work as a team with other NYAS staff.

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PERSON SPECIFICATION

Part time Finance Administrative Assistant

Essential

- A proven ability to use MS Excel.
- A proven ability to use MS Word 2000.
- Must be numerically accurate.
- Experience of general filing and administrative systems.
- Experience of working effectively as part of a team.
- Ability to work flexibly.

Attributes

- A commitment to personal and professional development.
- An ability to maintain confidentiality.
- A commitment to Equal Opportunities.