**JOB DESCRIPTION**

**FINANCE & ADMINISTRATION OFFICER**

Responsible to: Executive Director / Chief Executive

Hours: Full time – 34.75 hours per week.

**Main Responsibilities**

* Work closely with the Executive Director in all aspects of the smooth running of the Action MS office.
* Act as first point of contact for the organisation, meeting visitors to the office and answering incoming phone calls, directing calls appropriately or taking messages and ensuring these messages are passed on.
* Carry out general administrative work as required including preparing letters, spreadsheets, PowerPoint presentations and databases, filing, photocopying and shredding as required.
* Turn the answer machine off and on each morning and evening and listen to any incoming messages. Record messages in the message book and distribute messages appropriately and in a timely manner.
* Receive incoming mail and record details in incoming mail book. Distribute mail appropriately to staff mail trays. At the end of each day frank outgoing mail and leave it to the post office.
* Keep stationery store tidy and well organised. Maintain a record of all stock, ensure adequate stock of materials at all times, particularly for forthcoming fundraising events.
* Ensure office in kept clean and tidy including kitchen and conference room and be responsible to leaving the bin for collection on a weekly basis and arranging collection of the recycling bin as required.
* Ensure that the office is closed up correctly at the end of each day and the alarm set.
* Contact suppliers to obtain quotations and order any required materials following company ordering procedures.
* Ensure that all deliveries are put away immediately and stored correctly.
* Ensure that all office equipment and promotional materials are stored correctly and signed out prior to removal from office premises and signed back in on return.
* Be responsible for day to day fire safety checks within the organisation and liaise with the Executive Director in respect of fire safety matters.
* Be responsible for day to day health and safety matters within the organisation and liaise with the Executive Director is respect of health and safety matters.

Website, Social Media and PR:

* Assist with updating of social media pages and website as required.
* Assist with PR campaigns and projects as required.

Events:

* Assist with the organisation of events as required including the preparation of fundraising materials and record keeping.
* Assist with the Basket Campaign preparation and administration including entering site and lodgement records onto database.
* Maintain records for other fundraising events as required.
* Assist with preparations for the Walk for MS Awards Luncheon as required.
* In the absence of the Collections Officer, act as point of contact for any issues arising in respect of the collections.
* Prepare paperwork and correspondence in relation to Action MS street collections and store collections as required.
* Contact PSNI with regard to street collections as required.
* Contact collection volunteers as required.

Finance:

* Assist the Executive Director as required in respect of financial matters.
* Ensure the correct recording and storage of any monies received as required.
* Assist with the counting of monies received as required.
* Assist with the preparation of lodgements as required.
* Lodge monies as required.
* Issue petty cash payments, maintain accurate and up to date petty cash records and reconcile petty cash balance on a regular basis.
* Prepare gift aid claims as required and assist with the archiving of gift aid records.

Other:

* Any other duties as required.

This job description is not inflexible and other duties of a similar nature and appropriate to the role may be assigned as necessary. The duties of the post holder may also be reviewed and from time to time in line with the needs of the organisation and the general development of the role in question.