

# Improving the lives of Children and Young People



## Job Description – Office & Finance Administrator

**Salary:** £13 per hour

**Hours:** 16 hours per week

**Length of Contract:** Permanent (following successful probationary period)

**Purpose of the Post:** The purpose of this post is to provide financial, administrative and office based support to The Activity Den Board and Staff.

**Accountability:** The Office & Finance Administrator will be accountable to the Development Coordinator.

**Base:** The Activity Den, Tanfield Lea, Stanley, County Durham, DH99LU

### **Main Duties**

#### **Finance**

- Being an online banking user with inputting permissions
- Checking the online banking every day for movements
- Liaising with the Development Coordinator to update all financial spreadsheets and databases in line with charity's needs.
- Processing and paying-in incoming cheques
- To carry out monthly Payroll requirements
- Taking instruction to process inter account transfers on the bank
- Setting up online payments for core costs
- Grant payments – liaising with the Development Coordinator to manage grant funds.
- Following up on approved grants, monitoring the pipeline of grant payments from approval stage to clearing the bank.
- Making card payments for individual grants
- Monitoring the petty cash
- Creating PDF Fund Statements
- Other banking administration as directed

#### **Office Administration**

- To provide office management support - Dealing with telephone, written and in person queries
- To maintain effective administrative systems and records. Organising meetings and taking minutes where necessary
- To prepare reports when needed for circulation, e.g annual report

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- Monitoring and ordering new stock for operational purposes etc and building professional relationships with any contractors.
- To carry out staff inductions and monitor associated human resources administration (sickness, holiday leave, pension)
- To conduct charity financial tasks, namely book-keeping, banking, petty cash, contributing to the production of year-end accounts, producing reports when required
- To liaise with the public regarding hire of The Den.
- To draft, update and review policies when required
- To maintain and monitor The Den's compliance requirements and keep the risk register up to date
- To comply with The Activity Den policies and procedures
- Any other duties which may reasonably be required by The Activity Den Board and /or your line manager.
- To ensure that all duties are carried out with regards to the Health and Safety At Work Act 1974.

## Person Specification

### Essential

- Experience in dealing with financial administration
- Excellent organisational and planning skills with a high level of accuracy.
- IT skills and confidence working with new technology; competent in Microsoft Word/Excel/Access/
- PowerPoint/Outlook applications, and using the internet
- Excellent communication and customer service skills
- Takes initiative to resolve issues independently when appropriate
- Ability to work within a small team, with a flexible, positive 'can-do' approach
- Hard working, self-motivated, enthusiastic

### Desirable

- Experience of working within the charity and voluntary sector
- Finance-related qualification
- Office management/support experience

**The Activity Den  
December 2025**