



Administration Officer

Bradford, The Thornbury Centre

33 hours per week

£19,776 - £22,360 pro rata per annum

As part of the Bradford Better Start Initiative, Family Action is offering an exciting opportunity to join our highly regarded Perinatal Support Service.

We are looking for an **Administration Officer** who will provide administrative support for an enthusiastic and busy team of Perinatal Support Coordinators and engagement workers who provide services for children and families in the Better Start Bradford area. The successful candidate will support the coordinators in planning all training and recruitment activities for the service, manage the office and health and safety needs of the service, process all finance returns, invoices and be responsible for petty cash. They will also enter referrals onto the system, contribute to quarterly reporting and act as receptionist when necessary.

Person requirements (skills/experience)

An excellent knowledge of office systems and procedures.

Working understanding of Windows and Microsoft packages including Word, Excel, access, Email, Power-Point, publisher and use of the Internet.

Ability to interpret and amend budget spread sheets

Excellent Organizational skills including the ability to administer financial systems such as petty cash.

Ability to provide an efficient and welcoming reception service within the office for all visitors and telephone callers

Our Values:

A people focus, Mutual Respect, Excellence in all we do and a Can Do attitude.

If you can relate to these and have the necessary skills and attitude we can offer you:-

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on-going quality training

- The opportunity to become part of FA initiatives
- Flexible working hours
- Managed work-loads with regular supportive and reflective supervision

We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation that strives for excellence in all we do and operates with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Appointments are subject to Family Action receiving an enhanced disclosure from the Disclosure and Barring Service that we consider acceptable.

For an application pack and further information, please visit www.family-action.org.uk/workingwithus

Please email completed applications to: completed.application30@family-action.org.uk

Closing date: 22nd February 2019, 09:00

Interview date: 7th March 2019

Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.