

# Administration Manager

## General Responsibilities

The Administration Manager's role will be to support the work of the Northamptonshire County Association of Local Council (Northants CALC), its staff and directors. The work will involve a wide range of activities including being the front line of customer service, having day to day responsibility for finances, managing the database of key contacts, mailing/emailing information, and co-ordinating the Internal Audit Service.

<b>JOB TITLE:</b>	Administration Manager
<b>HOURS OF WORK:</b>	20 hours per week (days/hours to be agreed). Occasional evening and weekend meetings.
<b>DURATION:</b>	Permanent
<b>RESPONSIBLE TO:</b>	Chief Executive
<b>BASED AT:</b>	Northants CALC office (Litchborough, Northants)
<b>ANNUAL LEAVE:</b>	21 working days + public/extra days as relevant ( <i>pro rata</i> )
<b>SICK LEAVE:</b>	The regulations for statutory sick pay apply

## Duties

1. **Finance:** Maintain on a daily basis an accurate system of accounts in the accounts software package (Sage) and be responsible for the day to day entry of transactions as required. Raise invoices, purchase orders and produce payments for authorisation. Carry out banking as and when required. Be responsible for credit control and chase debtors. Organise payment of salaries and expenses.
2. **Internal Audit Service:** Maintain the database of councils that use the Internal Audit Service (IAS) and of auditors providing the service. Allocate auditors to councils on an annual basis. Produce and send out demands for IAS subscription fees. Receive and process invoices from auditors.
3. **Membership:** Manage and maintain a database of members and periodically check its accuracy and completeness. Produce and send out demands for membership subscriptions.
4. **Chief Executive Support:** Support the Chief Executive and enable the Chief Executive's time to be mostly spent delivering member services. When the Chief Executive and other staff are out of the office take down details of member council enquiries and direct them as appropriate.
5. **Communications:** Print and send out the Association's bi-monthly newsletter publication to each member council. Be responsible for maintaining the Association's web pages, message boards, and any other electronic communication media.
6. **Resources:** Manage the Association's physical resources and assets. Be responsible for the maintenance and security of accommodation. Manage the Association's offices and purchase such items and equipment as may be necessary for the efficient and effective operation of the Association's administration.
7. **Other such duties:** As may be agreed from time to time relating to the finance and resources of the Association.