



## **Job Description**

**Job Title** – Administration Manager

**Location** – USPCA Animal Hospital, Unit 5 & 6 Carnbane Industrial Estate Newry

**Hours of Work:** - 40 hours per week, 9.00am – 5.00pm Monday to Friday

New appointments are subject to a six-month probationary period.  
Holiday entitlement is 28 days per year, inclusive of 8 statutory holidays.

**Reports to** – Chief Executive

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### **Principal Function**

Responsible for the delivery of effective and efficient day-to-day administrative services at the USPCA, including: Finance, HR, Premises and IT.

### **Principal Duties**

#### Finance

- Daily financial administration which will include:
  - Recording cash receipts.
  - Oversight of Animal Hospital cash till reconciliations.
  - Bank lodgements.
  - Distribution of purchase invoices to appropriate manager/officer for checking and authorisation.
  - Collating monthly, cash records and authorised purchase invoices for processing by the external accounting contractor.
- Liaising with the external accounting contractor as required in the development of financial information, including the annual budget and production of monthly management accounts.
- Following up issues and queries with relevant departments and working with those departments to improve processes.
- Maintaining a Fixed Asset register.
- Contributing to the commercial culture of the USPCA by identifying ways to maximise income and minimise expenditure wherever possible.

- Investigating budget variances and supporting relevant departments in addressing any underlying issues.
- Submitting annual Gift Aid claim to HMRC.
- Maintaining records of legacies due and received.
- Liaising with the External Auditor as required.
- Attendance at Audit and Risk Committee meetings, taking minutes of the meeting and preparing papers for the committee.

## HR

- Maintaining personnel records, ensuring they are complete and held securely. (e.g. annual leave, sickness, absence, maternity leave entitlement, training, performance management, benefits, work hours etc.)
- Completion of statutory returns as required.
- Recruitment administration including:
  - Assisting with reviewing job descriptions, personnel specifications, application forms and interview questions where necessary;
  - Assisting with the drafting and placing of external and internal recruitment advertisements;
  - Taking up references.
- Coordinating Access NI checks.
- Facilitating the induction process for new staff and volunteers.
- Coordinating staff appraisals and development plans, ensuring they are completed in-line with the relevant policy.
- Regular review and updating of HR policies.

## Premises

- Premises and grounds maintenance and repairs.
- Buildings security.
- Fire safety compliance.
- Health and Safety compliance.
- Annual PAT testing.
- Management of any refurbishment/adaptions.

## General Administration

- The development, implementation and maintenance of office systems & procedures.
- Maintenance of robust manual and electronic filing systems.
- Line management of reception staff.
- Opening, recording and distributing the post.
- Correspondence with external parties as required.
- Maintaining office supplies (photocopiers; stationery; printers; phones etc.)
- Establishment of customer feedback/complaints system; monitoring and reporting on same.
- Data protection compliance.
- Annual insurance cover review.
- Such other tasks as may be allocated from time to time.

## IT

- Establishing and maintaining a networked IT system to meet the business needs of the USPCA.

## **While at work all staff are required to:**

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- To adhere with USPCA policies and procedures for health and safety.

## Personal Specification for Administration Manager

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Professional / Technical Qualifications	<p>GCSE Maths and English at Grade C or above.</p> <p>2 A levels or equivalent.</p> <p>Qualified Accounting Technician Or Part Qualified Accountant</p>	
Experience & Job Knowledge	<p>5 years' relevant experience.</p> <p>Financial administration experience.</p> <p>Working knowledge of developing and managing manual and electronic filing systems.</p>	<p>HR administration experience.</p> <p>Premises management experience.</p> <p>IT systems experience.</p>
Skills & Competencies	<p>The ability to establish and maintain excellent working relationships.</p> <p>Line management experience.</p> <p>Personal commitment to achieving high performance within the workplace.</p> <p>Maintaining a high degree of quality and accuracy.</p> <p>Excellent planning and organisational skills.</p> <p>Consistently meets deadlines in a busy environment.</p> <p>Excellent communication skills.</p> <p>Competent in the use of all Microsoft Office software packages.</p>	<p>Leadership skills.</p> <p>Innovative.</p>
Personal Qualities	<p>Commitment to animal welfare.</p> <p>Good standard of personal presentation.</p>	