**Administration Assistant**

**Job description**

Contract: 1-year contract, Full-time.

Salary: £20,000-£24,000 p/a.

Location: Oxfordshire

Responsible to: Freshwater Habitats Trust Finance Manager

Responsible for: Supporting Freshwater Habitats Trust Office finance and project administration.

Closing date: Tuesday 21st September 2021 Noon

Interviews: Wednesday 29th September 2021

**Background**

Freshwater Habitats Trust is a small, friendly and ambitious conservation charity, which works to protect UK and European freshwater wildlife through practical, evidence-based and innovative nature conservation projects. Our organisation is well respected nationally and internationally, working with a national network of UK-based partners in both the public, private and NGO sectors, and the European Pond Conservation Network.

As a result of a range of successful project awards (see for example: <https://freshwaterhabitats.org.uk/news/two-grants-received-from-governments-green-recovery-challenge-fund/>) we have an increased need for office and administration support which the post-holder will provide.

**Role**

The Administration Assistant will provide financial and general administration support for Freshwater Habitats Trust’s office and project-based staff.

**Key responsibilities**

General administration:

* Delivering effective office and project administration and support to team members.
* Supporting the Finance Manager with financial administration e.g. finance spreadsheet/online accounting/invoice and bank payments.
* Acting as first point of contact for general telephone and email enquiries.
* Sourcing and organising equipment.
* Organising meetings and training courses.
* Coordinating diaries of team members.
* Taking minutes at meetings.
* Coordinating ‘Pond Book’/water testing kit orders.
* Assisting Office Manager with facilities management.
* Supporting the implementation of information management systems.

Project support, which may include:

* Contributing to the production of documents for publication.
* Website updates.
* Coordinating dissemination of project information.
* Data management.
* Liaison with project partners and stakeholders.
* Supporting volunteer coordination, including recruitment and liaison.
* Supporting the implementation of project communication plans
* Proofreading documents.

Project finances:

* Support the Finance Manager in processing project finances, including bookkeeping and reporting to funders.
* Liaise with Project Managers to collate and track project progress for project reports.

**Additional general responsibilities for the post holder**

* Help to build a positive relationship between Freshwater Habitats Trust and its partners.
* Work closely and constructively with your manager and colleagues in all areas of your responsibility.
* Undertake other duties as the senior management team may from time to time require.

**Competencies**

**Qualifications**

* At least 5 grade A-C GSCEs, including Maths and English, or equivalent.

**Knowledge and experience needed**

* At least 2 years’ experience of administration.
* Proven excellent administration and organisational skills.
* Excellent data management skills.
* Experience in bookkeeping desirable but not essential as full training will be given.
* Computer literate: Word, Excel, database use and management (knowledge of website management and social media systems desirable but not essential).
* Proven ability to communicate effectively and persuasively.

**Personal qualities**

* Ability to manage workload and competing priorities effectively and meet internal deadlines through effective forward planning.
* Good verbal and written communication skills.
* Good interpersonal skills - approachable, professional and courteous.
* Attention to detail and able to deliver on time.
* Ability to work independently and as part of a team.
* Interest in wildlife conservation.