

**Business Administrator**

  **The role**

We are looking for someone to assist with Business Administration at Norfolk Citizens Advice. Some of the tasks included will be inputting invoices and remittances into QuickBooks, create invoices to be sent to our customers, assist with updating spreadsheets and databases, scanning and saving documents within our system structure, requesting quotes and some purchasing, checking of expenses, assisting with collating data for the annual audit, assisting with updating HR records and recruitment admin tasks, some general premise admin tasks to assist with the running of the offices.

This role is a Fixed Term Contract for 6 months and is for 2 days per week.

It is based at our Norwich office on Whiffler Road.

Some accounting experience/experience of accounting software would be beneficial.

  **Role profile**

* Entering received invoices onto QuickBooks on a weekly basis
* Entering remittances onto QuickBooks
* Raising invoices to customers on a monthly basis
* Checking monthly staff and volunteer expense claims
* Keeping relevant spreadsheets and databases up to date
* Assist with maintaining the filing structure
* Assist with collating information for annual audit
* Assist with requesting quotations and purchases as required
* Liaising with customers and suppliers
* Updating Staff HR records
* Assist with writing adverts for recruitment
* Other general administration duties as required

 **Person specification**

**Essential Criteria**

* Ability to write clearly and accurately, communicate effectively face to face and on the phone.
* Ability to systematically manage a varied workload, prioritise and meet deadlines under pressure.
* Ability to maintain efficient administration systems with attention to detail and demonstrable ability to maintain accurate, up to date records
* Numeracy skills and the ability to work within established financial systems.
* Ability to take a brief, ensure the task is understood and then work independently.

**Desirable Criteria**

* Experience of using QuickBooks or other accounting package.
* Previous financial administration experience