**VACANCY FOR OFFICE ADMINISTRATOR/FUNDRAISER/EVENTS POSITION 2021: JOB DESCRIPTION**

Post Title: Office Administrator

Responsible to: Centre Manager

Location: The Unicorn Centre

Job Purpose: To carry out a range of general office duties as part of the delivery of the Unicorn Centre’s services. Training will be provided for some tasks to be given after discussion.

**DUTIES AND RESPONSIBILITIES**

1. Day to day admin tasks to ensure smooth running of the Centre office, including:
   * Answer telephone calls, deal with visitors and direct both to relevant members of staff as appropriate
   * Reply promptly to enquiries@ emails and to the Centre’s Facebook messages
   * Take cash/debit payments for lessons, entries etc. in line with Centre procedures
   * Take lesson bookings/cancellations in line with Centre policies and ensure accurate logging
   * Log post and forward to relevant persons
   * Take minutes of staff meetings for approval/circulation
2. Sage Cloud Accounting System:
   * Code and input data from the Daily Takings Record
   * Process sales Invoices promptly and ensure their prompt payment including chasing unpaid invoices by 20th of each month and issue reminders if not paid
   * Prepare takings for weekly banking
   * Process supplier invoices and process a monthly BACS run
   * Bank reconciliation
   * Maintain petty cash records and post to Sage
3. Timely ordering of office/stationery supplies and purchase stocks for catering/conference hire in line with budget. Order/purchase other items as requested by staff and approved by a Trustee.
4. Promote and market the Centre’s conference hire facilities and develop in line with budget targets. Deal with conference hire bookings and catering requests and facilitate this service, prepare the conference room for hire and ensure it is in a ready state for short-notice meetings/potential conference hire visits.
5. Work with the Centre Manager to ensure adherence to the Unicorn Centre’s Safety and Safeguarding Policies and all other Polices that are relevant to the Centre’s operations.
6. Train other members of staff in Centre office administration procedures and develop procedures to improve smooth running of Centre office; undertake training as identified and relevant to your role.
7. Maintain filing system and records.
8. Events

* Process entries via Horse Monkey
  + Dressage times and other admin associated with these events
  + Send out information/schedules as requested
* Order test sheets, rosette/ medals as required
* Update Centres calendar of events
* Source match funding for fundraising events
* Support the administration of the 100 Club

1. Manage Supported Volunteer Scheme invoicing, supporting the volunteer co-ordinator.
2. Deal with Lottery licence including returns.
3. Provide admin support and promotion of fundraising events and activities as required, including preparing floats etc. Generate increased sponsorship for the Centre in monetary terms and gifts in kind for raffle and tombola prizes.
4. Promote and manage the Adopt a Pony scheme.
5. Manage and submit Gift Aid claims.
6. Undertake any other duties as may be required and relevant to your post and in line with the needs of the Centre and its teamwork culture.