

Job Description - Administration Officer

KSIMC of Birmingham is a vibrant organisation who are looking for a Full Time Administration Officer to join the Secretariat team.

The ideal candidate for this job should be ready for a challenge, technically savvy, resourceful, a good problem solver and well organised. The role involves regular interaction with the Office Bearers, sub committees, internal and external stakeholders, therefore confidence and the ability to build a rapport with people is key.

The Jamaat Office is the nerve centre of the organisation so the ability to multi-task, while maintaining complex schedules and providing administrative support, is essential in this position. The individual would report directly to the Office Manager, with performance reviewed on a 6-monthly basis. **Predominately based in the Office there will be some scope for flexible working.**

Regular tasks include:

- Responding to all emails appropriately and carrying out related actions
- Creating, maintaining and updating excel lists and server documents
- Providing assistance or cover for Reception, banking & mailing duties where required
- Data entry in QuickBooks – Raising invoices, Payment Processing and Receipting
- Handling online & physical bookings of the Imambargahs, SZ halls etc for internal committees and external organisations
- Interaction with members of the public, community members, external organisations
- Liaising with caretaker regarding facilities management and bookings
- Assisting with cleaning scheduling and follow ups
- Assisting with cash control activities
- Administrative assistance to Executive Committee and Subcommittees where required.
- Processing Membership & Burial applications
- Facilitating Alim/Zakira bookings in liaison with Secretary General and Deputy SG: correspondence, contracts, accommodation, and travel arrangements
- Liaising with the Director of Programs on AV requirements: Majalis (marhumeen names), Announcements, scheduling, and subcommittee events
- Co-ordinating wedding bookings with the director of programmes for AV and officiating support, ensuring all paperwork and procedures for weddings are complete.
- DBS application facilitation, processing & monitoring for Staff & volunteers
- Website and Jamaat App updating and development, monitoring for secretariat and providing assistance and training for subcommittees where appropriate
- Assisting with organisation of Fateha & Nyaz where required
- Regular follow up of outstanding payments
- Minute taking for EC meetings, AGM & EGMs.

- Preparation of Market Research and renewal of Energy, Insurance, and other contracts for the whole organisation
- Assisting in the preparation of AGM reports including preparation of Statistics on deaths, marriages, and engagements
- Other Ad hoc duties as and when required

CANDIDATE REQUIREMENTS

- Experience in an Administrative role
- Quick learner with good attention to detail
- Proactive and able to work on own initiative
- Good Analytical and Negotiation skills
- Technically able
 - Excellent Microsoft Office skills, particularly Outlook, Calendar, Excel and Word packages
 - Able to navigate Websites, Social Media Platforms and Mobile Apps with ease
 - Good Working Knowledge of Accounts/Bookkeeping & software such as Quickbooks and Sage
- Flexibility to work as part of a team as well as independently
- Good work ethic
- Time management skills are key along with good organizational skills
- Good verbal and written communication skills
- Experience/Good understanding of GDPR regulations and handling of confidential data
- An understanding of Gujerati/Urdu language and basic verbal skills
- Good understanding of KSIMC of Birmingham activities and those of its affiliated bodies