

## **Job Description - Administration Officer**

KSIMC of Birmingham is looking for a full time Administration Officer to join its Secretariat team.

The Administration Office is the heart of the Charity's organisation, providing end-to-end support for the Charity's Management, members and the wider community it interacts with. From answering queries and arranging events to providing a high level of administrative service to ensure the Charity's interests and objectives are fulfilled, this is an exciting opportunity for an individual to thrive in a very dynamic environment.

The ideal candidate for this job should be ready for a challenge, IT literate, resourceful, a good problem solver and well organised. The role involves regular interaction with the Management, wide ranging internal and external stakeholders, therefore you must have excellent communication skills, confidence and the ability to respond to an ever-changing environment. Applicants will be required to demonstrate their skills in the above areas as part of the recruitment process.

A summary of duties the successful candidate will undertake are as follows:

- Maintaining successful communications through all forms of media with the Charity's numerous stakeholders
- Data processing and analysis utilising a variety of software packages, including MS Office, QuickBooks and others as required
- Financial responsibilities including cash and bank reconciliations
- Operational coordination of events, including bookings, scheduling and facilities management
- Delivering membership services effectively to ensure operational excellence is delivered to core stakeholders
- Review and ensure compliance of safeguarding policies for all applicable departments
- Development, co-ordination and maintaining of all marketing media for both management and wider stakeholders
- Ensuring compliance and providing assistance to maintaining governance protocols for all management activity
- Preparation of Market Research for renewal of Energy, Insurance, and other contracts for the Charity
- Compilation of annual financial and management reports utilising analysis of financial and operational data
- Providing support to the Administration Office in the fulfilment of its wider duties in a constantly dynamic environment

## CANDIDATE REQUIREMENTS

- Demonstrable experience of
  - Previous administrative roles
  - Advanced MS Office working knowledge with particular emphasis in Word, Excel and Outlook
- Progressive analytical & negotiation ability ensuring the Charity's interests are protected and providing maximum value for money
- Seamless ability to work in a team as well as independently, combined with excellent time management to maximise efficiency in a flexible working environment
- Ability to communicate effectively with all Stakeholders, both internally and externally
- Experience and understanding of GDPR regulations and management of confidential data
- An ability to verbally communicate in Gujrati and / or Urdu language will be a distinct advantage to the successful applicant
- Good understanding of KSIMC of Birmingham activities and of its affiliated bodies
- Support and training will be provided where necessary.