

# JOB DETAILS



**Role Title: Monitoring and Admin Officer**

**Report to: CEO**

**Salary: £22,500 pro rata (actual £9000)**

**Hrs: 15 hrs p/w (to be worked over 2 days)**

**Fixed term 12 months subject to further funding during 2019**

## Role Purpose:

- To manage and develop the organisation's operational outputs and monitoring in order to support the delivery of Survivors West Yorkshire's strategic objectives; and
- Support the delivery and development of all front-line services to primary and secondary beneficiaries.

## Accountabilities:

Form part of the management team for Survivors West Yorkshire and Survivors West Yorkshire projects.

1. To develop, maintain and review accurate and up-to-date records of client contacts and progress towards individual and organisational outcomes and targets
2. To enter all bills and expenses on to accounts system.
3. To generate all invoices on to accounts system
4. To enter bill payments on to the banking system for board approval.
5. To process all staff expenses through the accounts system.
6. To support the CEO in producing financial reporting for the board, commissioners and funders.
7. To provide administrative support directly to the CEO.
8. Undertake standard administration tasks that ensure the smooth and effective running of the daily office activities.
9. Supporting the organisation to maintain accurate records/data.
10. Undertake postal duties (collection and delivery).
11. Answer telephones and take and deliver messages appropriately and professionally.
12. To maintain a high level of confidentiality, of both clients and the organisations' and its partner agencies.
13. To work within a highly confidential setting and respect the right to anonymity for all workers, consultants, clients and organisational partners and their clients, outside of the volunteering setting.
14. To be responsible for reporting any concerns for an individual's safety, volunteer setting safety (environment) and equipment used.
15. To be a positive representative of Survivors West Yorkshire in all environments.
16. To advocate for the increased health and well-being of survivors and those affected by sexual violence.
17. To strictly adhere to the Information Governance policies and procedures of Survivors West Yorkshire.
18. To follow the policies and procedures, formal and informal, of Survivors West Yorkshire.

## Knowledge/Skills/Experience

### Essential

- Working knowledge of accounting systems.
- Knowledge of the social care, allied health services or voluntary sector.
- Excellent organisation skills.
- Experienced use of the Microsoft Office Suite.
- Excellent written English.
- Experience working in a highly confidential environment.
- Excellent numeracy and literacy skills.
- A commitment to equality and diversity, and anti-oppressive practice.
- Knowledge and experience of safeguarding issues.
- Commitment to continuing professional development.
- Team working skills.

### Desirable

- Understanding of monitoring and evaluation processes and requirements in a casework-based setting
- Accounting and book-keeping experience.
- Knowledge of issues affecting male and female survivors of sexual abuse and rape.
- Previous experience of working within a non-for-profit/charity.
- Knowledge and previous experience of working with partnering agencies (e.g. Rape Crisis, NHS, Police).
- Previous experience of working with case management systems (e.g. CORE IMS, CORS, VISIA, Jelly Zone,).
- Previous experience of working with adult male survivors of childhood sexual abuse, young men at risk of sexual exploitation, and male victims of serious sexual assaults and rape.

*A Disclosure and Barring Service (DBS) check, formally known as Criminal Records Bureau (CRB), will be required for the individual taking up this role and may potentially be repeated as appropriate.*