Role Description

Job Title:	Administrative Officer (Finance & Funding)
Department:	Admin Support
Working hours:	Part-time — 28 hours per month (0.2 FTE flexible working)
Reporting to:	Director
Direct reports:	None
Key relationships:	Directors, Funders, Clients

Department objective:	To ensure the organisation is run smoothly and sustainably.	
Role purpose	**Key Accountabilities/Responsibilities**	**Indicators of Effectiveness**
Why does this role exist? To provide administrative support to the Directors and Board of SEMA.	List the main activities for this position. General Administration Dealing with enquiries, maintaining records and coordinating events Financial Administration & Planning Maintaining financial records and processes Funding & Grants Support Positive relationships with funders are established and maintained	Provide examples of how each activity will be monitored. Correspondence and enquiries are dealt with promptly Records and filing systems are maintained GDPR compliance is maintained at all times Meetings, groups and events are coordinated successfully Minutes and action notes are circulated promptly Admin support is provided to Directors and Board members when required Invoices, expenses, and payments are processed promptly Financial records and spreadsheets are accurately maintained Bank statements and petty cash are reconciled regularly Financial information is provided to assist with preparation of quarterly management accounts, cash flow updates, reports for funders, annual accounts, budgeting and audits. The use of restricted and unrestricted funds and expenditure is monitored and issues raised where necessary Potential funding opportunities (trusts, foundations, statutory grants) are identified Information is provided to assist with the drafting and submission of funding applications Information is provided financial reports and A funding tracker (deadlines, reporting requirements, outcomes) is produced and maintained.
Qualifications	N/A	

Essential skills and experience:	Experience of general office administration Basic bookkeeping or financial administration experience Good written and verbal communication skills Experience of using email, spreadsheets (e.g. Excel/Google Sheets), and online systems Experience of working independently, managing own workload and priorities without supervision
Preferable skills and experience:	Understanding, or lived experience, of autism or racialised communities Experience of charity or third-sector administration including governance and reporting requirements Experience of using bookkeeping software (e.g. FreeAgent, spreadsheets) Supporting funding applications and grant reporting Working in a small or remote team
Personal attributes needed in this role:	Organisational and time management skills with the ability to prioritise tasks and meet deadlines. Culturally aware and sensitive, with an understanding of and respect for people from diverse ethnic, cultural and religious backgrounds. Committed to equality, diversity and inclusion, with a genuine appreciation of different perspectives and lived experiences. Kind, approachable and supportive Empathetic and patient Flexible and adaptable Strong interpersonal and communication skills, with the ability to build positive relationships with a wide range of people. Reliable, trustworthy and professional, maintaining confidentiality and acting with integrity. Open to learning, with a willingness to develop knowledge of autism and the experiences of ethnic minority communities.