

## **Walthamstow Trades Hall and Institute Limited**

### **Job Description – Administrator**

#### **Overall Job Responsibility**

The Administrator is responsible for providing day to day administrative and financial management to the Club.

#### **Duties and Responsibilities**

1. Provide general office and administrative support to the Club and its Committee Members (including sorting the post, dealing with telephone and email enquiries, filing, maintaining the photocopier and other office equipment, and managing venue bookings).
2. Identify and develop ways to generate new bookings, advertise Club events and increase membership via social media and other marketing tools.
3. Prepare the weekly payroll and assist managing the Club's petty cash and banking, liaising with the Club's Accountants and Secretary when necessary.
4. Supporting the Club's Secretary by developing and maintaining appropriate financial records concerning the Club's income and expenditure.
5. Ensure all invoices are correctly paid and logged.
6. Monitor staff rotas, annual leave and sickness records and maintain the personnel files.
7. Ensure all licences and permits are up to date and displayed as required.
8. Manage general membership queries and maintain the membership database.
9. Undertake regular safety checks of the Club's premises and be aware of relevant Health & Safety Legislation
10. Support the Club's Committee Members with funding ideas and applications and ad hoc projects.
11. Comply with policies relating to health and safety, confidentiality and data protection and report any concerns to the nominated Committee Member.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the level of the post as directed by the Club's honorary Committee Members.