



## **Job Description**

**JOB TITLE:** Administration Assistant (interim cover)

**SALARY:** In the region of £24,000pa, commensurate with experience

**RESPONSIBLE TO:** Operations Manager

**HOLIDAY:** 25 days Annual Leave pro-rated to contract period.

**HOURS:** Full time; Office-based and office working hours with occasional evening events. Open to considering flexible/family friendly working hours.

**This is a fixed-term cover role to 31 January 2019 to cover a variety of administrative duties, with potential for a part-time role after this initial period.**

**ABOUT BAKER STREET QUARTER PARTNERSHIP:** We are the Business Improvement District (BID) for the Baker Street area of Marylebone – well known as a desirable location and a key commercial district in London’s West End – as well as for a certain Mr Holmes. Our work is far reaching to ensure this vibrant area is a great place to work, live and visit. We are funded and directed by the larger businesses and property owners in the area and are not for profit, with everything we do focused on the betterment of the area.

We are looking for a highly organised, exceptional individual, with strong experience in both finance and administration, who wants to make a difference to support our small, busy, friendly team. We are funded by businesses to create a quality environment in which to work and live, a vibrant area to visit and a profitable place to do business in this important area of Marylebone.

The role will involve providing first-class administration support to the team and office to ensure the smooth delivery of projects and services.

The role responsibilities include:

- Administrative support for all team members
- Welcoming guests and providing refreshments
- Managing enquiries and member support requests and coordinating responses from the rest of the team
- Updating the general and marketing databases and mailing lists
- Organising and servicing team meetings including notes of action points
- Researching and collating area information including planned street works
- Managing stock and distribution of marketing collateral
- Administrative support for member events, social programme and training courses
- Supporting projects such as the Business Security Zone and Smarter Giving initiatives, including liaison with charities and business members
- Ensuring all administration and duties commensurate with the smooth running of the office are completed
- Liaising with contractors including cleaning, and maintenance
- Supporting the Operations Manager with office management matters including insurance, IT/comms and equipment
- Arranging meeting catering and AV provision when required
- Ensuring the office is fully stocked, well presented and well maintained
- Managing the operation and hiring out of the meeting room
- Financial administration duties including;
  - Manage purchase orders and purchase ledger on Xero
    - Ensure all purchase invoices have a matching purchase order
    - Convert purchase order to purchase invoice accordingly
  - Circulate list of invoices among project managers to get their approval re invoices coding (account and department) and the amount, resolve any discrepancies between purchase orders and invoices
  - Liaise with suppliers in case of any queries related to payments
  - Prepare invoices payable list for approval and pass on to Sanders for payments set up and authorization
  - Raise sales invoices for BID Levy
  - Cheque banking and petty cash
- Procuring additional administrative support during particularly busy periods as required

To undertake such other duties commensurate with your position, and / or hours of work, as may reasonably be required

## SKILLS REQUIRED:

- Experience in a comparable role likely to have been gained over at least three years
- Strong financial administration experience is essential (experience of using Xero is an advantage, but training will be provided)
- Excellent customer care and communication skills
- Excellent personal and independent planning, organisational and administrative skills
- High attention to detail, and strong copy writing and proof reading skills for a variety of channels
- Excellent planning and time management/multi-tasking skills, with the ability to take the initiative and work independently with little supervision
- Ability to build and maintain partnership relationships
- Ability to compile and accurately record information
- Advanced competence in IT, in particular in MS Office, some competency in contact databases (in particular input, retrieval of data and the ability to use database) and Photoshop ideal
- Ability to work to tight deadlines whilst ensuring a high standard of work
- Ability to work effectively in a team environment with a “can-do”, willing approach towards colleagues to facilitate effective performance from a small and dedicated team.

## APPLICATION

Application by cover letter and CV to Jenny George on email:  
recruit@bakerstreetq.co.uk

Closing date: applications to be received as soon as possible, by 10am Friday 23<sup>rd</sup> November, followed by interviews at earliest convenience and intended start date by Friday 30<sup>th</sup> November.