

Job description for administrative assistant for SPLIT

To excel in this position, you should be self-motivated and familiar with working in multi-professional teams in a health care environment.

Liaison role

- Liaise with specialist nurse team and family support worker and keep records of family fund applications
- Support the Chairman of Trustees by ensuring requests for emergency family funding are correctly filled in

Annual reporting duties

- Assist the Chair of Trustees to ensure end of year accounts are completed and available in good time for the auditor to complete the accounts before year end
- Obtain annual report from SPLIT Secretary to be filed with audited accounts and deposited with the Charity Commission

Legalities

- Work with Chair of Trustees or deputy, to review and update any relevant policies

Meeting preparation

- If requested by Chair or Secretary of Trustees, book meeting dates & rooms

Payment

- part time role with a cap on the number of hours funded
- monthly fee which the Trustees of SPLIT have agreed is £100.00 for 5hrs at an hourly rate of £20.00, delivered each month.

Agreed by Trustees at Meeting on 27th September 2021