

**Job:** Administrative and Finance Assistant with reception duties  
Reports to: Executive Director/Office Assistant

To provide administrative and financial support including reception duties to CCCC.

**Key tasks and responsibilities:**

**Reception**

1. To provide receptionist function in the office, ensuring an accurate, efficient and polite service to all.
2. Respond and reply to all incoming emails and messages in a timely fashion.
3. To service meetings by sourcing hospitality as and when required.
4. To open, record and distribute all incoming post.
5. To prepare and post all outgoing mail.
6. Manage Connor Hall rental requests.

**Administrative**

1. To provide secretarial and administrative support to the Director.
  2. To attend and service staff meetings and take minutes and distribute after meetings along with any other relevant materials and to attend other meetings/events in a secretariat capacity as and when required.
  3. General administration/clerical support including photocopying, mail-outs, stationery and equipment supplies and filing.
  4. Maintaining the overall standard of the office space and keeping an equipment inventory of all capital, fixture and fittings.
  5. Assisting with the promotional activity of the Center, including responding to information requests from members of the public and assisting with the co-ordination of events and functions.
11. To maintain office equipment and liaise with suppliers regarding maintenance and supplies.

**Financial**

1. To assist the Office Assistant with the inputting of AP/AR
2. To assist the Office Assistant with the end of month accounts and in the preparation for the end of year audit.
3. To compile financial reports for board meetings.
4. To obtain quotes for goods and services, including travel in accordance with financial procedures
5. To scrutinize and check invoices for accuracy, check goods and services have been received
6. To make appropriate copies and file accordingly.