



Front Office Administrator (Belfast Office) Job Description and Person Specification

How to Apply:

- Submit a cover letter and detailed CV by email at hello@communityfinanceireland.com referencing subject: Front Office Administrator (Belfast Office) Job Application
- Our final close off date is **5pm on Friday 21 May 2021**.
- Shortlisted candidates will be notified and interviews will take place online via Zoom, from **Tuesday 1 June 2021**.

Job Description:

Reporting to: Office Administrator

Region: All Ireland (Based in Belfast Office)

Salary: £19,000 per annum

Responsibilities:

- Answer phones and greet clients attending office;
- Open post daily;
- Respond to client enquires in a timely fashion;
- Maintain diaries of Board and Committee meetings;
- Prepare and distribute papers for Board and Committee meetings;
- Prepare minutes of Board and Committee meetings;
- Review staff expenses and pass on for payment;
- Complete and post letters of offer for Client Executives;
- Monitor the organisation's general email inbox;
- Maintain electronic applications and forward on to relevant client exec for making contact with client;
- Update client and application information on Management Information System;
- Maintaining stationery and kitchen supplies, water, photocopier etc.;
- Provide PA support to the Chief Executive and Senior Management Team as required;
- Provide administrative support around Board and Committee meeting – organising meetings, taking minutes, providing reminders;
- Ensure office Health & Safety records are maintained



- Administration of Grant Fund applications and payments as required and
- Provide general administrative support to the Admin Team and Senior Management Team.

Person Specification:

- Proven experience in telephone skills and verbal communication;
- Excellent networking and people skills;
- Banking and/or financial experience preferable;
- Excellent organizational and time-management skills;
- Strong written and oral communication skills;
- Problem-solving attitude with an eye for detail and
- Proven ability to work on one's own initiative.