**JOB DESCRIPTION**

**JOB TITLE: Administration Assistant**

**RESPONSIBLE TO: Payroll & Business Manager**

**OFFICE BASE: Landmark House, 11 Broadway, Bradford BD1 1JD**

**HOURS OF WORK: 35 hours per week**

**STARTING SALARY: Apprentice Rate in 1st Year**

**HOLIDAY ENTITLEMENT: 28 days per year including Statutory Bank Holidays**

 **Introduction**

Bradford CPA Ltd is the trading company of Community Action Bradford & District.

Community Action Bradford & District is an independent charity which supports Voluntary and Community groups in Bradford.

**Prime Objectives /Job Role**

To provide administrative support to the Finance and Payroll Team.

**Support and Supervision**

The Admin/Finance Assistant is accountable to the Manager from whom he/she will receive support and supervision.

**Main Duties and Responsibilities**

* Office administrative duties including filing, archiving, and scanning documents.
* Using Microsoft Applications
* HMRC processes to include retrieving tax codes, student loans and filing notices.
* Liaise with HMRC to request Agent Authorisation Codes
* Provide email and telephone support service for clients
* Stationery orders
* Administration support for the payroll and finance officers
* Set up new client files
* Client agreements to send out and monitor
* Direct Payment/ PFS client filing
* Liaise with BDMC (Community Care Admin) for audit paperwork
* Record keeping in line with current legislative requirements

The post holder will be expected to participate in any new initiatives to enable BCPA to develop and expand. Duties may change as the organisation develops.

**Legal and Statutory Responsibilities**

All staff must comply with General Data Protection Regulations and Confidentiality regulations.

All staff must attend relevant training due to legislative changes when required.

All staff should be willing to have an enhanced DBS check

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.