

Job Profile			
Role:	Administrative officer	Date profile last reviewed:	May 2019
Name:		Reports to:	Finance Manager
Responsible to:		CEO, Head of Finance & Resources, Corporate Support Manager, RAF Sports Federation Board	
<p>1. MAIN SUMMARY OF ROLE:</p> <p>Assisting the Finance Manager with the financial and office administration of the RAF Sports Federation and RAF Sports Associations.</p>			
<p>3. KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Support the Finance Manager in all aspects of accounting and finance. • Process payments for the RAF Sports Federation and Sports Associations. • Review and process e-mails and instructions from the Finance e-mail inbox. • Download & email Bank and credit card statements to the Sports Associations. • Complete Credit Card Applications as necessary. • Set up new Card Holders on the RBS EPCs system. • Organise/co-ordinate team days and events, meetings, conferences & training. • Order and maintain stationery and consumables. • Co-ordinate all necessary paperwork for external visitors to the RAFSF. • Maintain Sports Association committee contact list/database. • Process orders for ties & brooches including raising invoices and updating relevant spreadsheet. • Ensure compliance with internal financial and accounting policies and procedures. • Work with other members of the finance team to ensure a high standard of accounting and reporting is maintained. • Any other financial accounting and administration day-to-day tasks as delegated by the Finance Manager or Corporate Support Manager. 			
QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE			
4. Academic/Professional Qualification(s) or equivalent:			
<u>Essential</u>		<u>Desirable</u>	
<ul style="list-style-type: none"> • 			
5. Knowledge/ Experience:			
<u>Essential</u>		<u>Desirable</u>	
<ul style="list-style-type: none"> • Proven experience of and ability to work in 		<ul style="list-style-type: none"> • Experience of working cross-functionally with 	

finance departments <ul style="list-style-type: none"> • Understanding of IT and how to use and apply on-line tools. • Ability in use of SAGE software packages or other similar accounting packages. 	multiple teams. <ul style="list-style-type: none"> • Understanding of voluntary sector or working with volunteers.
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6. Skills:

<p><u>Essential</u></p> <ul style="list-style-type: none"> • Outstanding communication skills both written and verbal. • Meticulous and analytical attention to details. • Confident with a mature attitude. • Intermediate IT Skills including e.g. Excel. • Ability to work within a growing and fast paced entrepreneurial environment. • High energy levels • Resilience and persistence. • Driver for change, versatile professional. • Able to manage own time. • Ability to work independently with high levels of self-motivation. • Exceptional organisational skills. 	<p><u>Desirable</u></p>
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7. Other Requirements:

- To carry out any other duties that are within the scope of the job as requested by the Finance Manager/Corporate Support Manager and to support the CEO/Board of Trustees when required.
- Travel to other UK/locations (as appropriate).

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Job Holder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: May 2019

Terms and Conditions:

Grade:

Salary Range:

Normal hours: 20 hours a week

Annual Leave: 30 days per annum pro rata plus normal public/bank holidays

Pension: Provision of Group Personal Pension Plan



SPORTS
Federation