

# FLO ADMINISTRATION

## ASSISTANT

# Job Description

20th February 2025

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**Job Title:** Administration Assistant

**Purpose:** To support the Finance and Legal Team FLT with administration.

**Reporting to:** General Counsel (GC)

**Terms:** This is a part-time position on a permanent basis. This job description should be viewed in conjunction with a contract of employment (for terms of employment)

**Salary:** £ 24,570 per annum pro rata (£14,742 per annum for 22.5 hours per week)

**Location:** VCUKI Financial and Legal Office (FLO)

### Overall Responsibilities

This role's main responsibilities will be to support the General Counsel (GC) and Finance and Legal Team (FLT) with administration. This will include policy management, research and reporting on the current legislative agenda, safeguarding and HR administration, basic financial administration, and general office administration.

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## Legal administration

- Supporting the GC in their work with general admin support.
- Policy administration - manage, review, amend and draft VCUKI policies as directed by the GC.
- Research for staff: Assist the GC, Safeguarding Co-Ordinator, Finance Manager, and any other staff members as requested with relevant information requests, including on compliance, policies, and regulatory matters.
- Data protection administration - management of VCUKI data following statutory requirements and VCUKI policy.
- Management and creation of high-quality resources on the VCUKI Stack Website.
- Drafting a quarterly Trustee Newsletter to be sent out to church trustees and senior pastors.
- Contract management and creation - Creating agreements from pre-approved templates and arranging for the completion of agreements as directed by the GC.
- Training and support - You may be required to support and train other members of the staff team, as directed by the GC.

## Safeguarding administration

- Administration of DBS / Access NI / PVG Scheme checks with support from the VCUKI Safeguarding Co-Ordinator.

## Finance administration

- Data Entry: Inputting financial transactions into accounting software, including invoices and receipts.
- Filing and record-keeping
- Reviewing and processing staff credit card expenses
- Processing expenses, mileage claims

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## General Tasks

- General office work and support to the Finance and Legal Team including:
  - General communications
    - Answering the phone with a high level of courtesy and professionalism - directing calls/taking messages for staff.
    - Replying to email enquiries in shared mailboxes and forwarding queries to relevant staff members.
  - File and document administration.
  - Typing up minutes and notes from FLO meetings.
  - Proofreading documents.
  - Supporting VCUKI HR Advisor with ad hoc HR administration.
  - Diary management and meeting facilitation
  - Ad hoc project work.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Vineyard Churches. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.