



Job Description

Job Title:	Business Administrator
Responsible to:	Chief Officer
Strategic relationships:	Senior Manager, Trustees and Staff from Hive Portsmouth.
Hours of work:	37 hours per week, plus additional hours as necessary, although this is not expected to be excessive
Purpose of the Post:	To support the smooth running of the organisation, supporting both the Senior Managers and Trustees.
Salary:	£27,000

This post is subject to a satisfactory DBS check at a basic level.

Duties and responsibilities

1.0 Administration

- To provide proactive administration support to the Senior Management Team.
- To support the Board of Trustees ensuring effective arrangement of meetings, production of timely support papers and accurate minute taking.
- To maintain all formal records of accountability and decision making within HIVE Portsmouth.
- To ensure sound governance arrangements are in place and continuously developed.
- To ensure compliance with the regulatory framework.

- To maintain all external formal records to comply with statutory legislation and constitutional matters including Companies House and Charities Commission.
- To maintain a register of policies and review and develop appropriate policies as necessary.
- To provide project support, including project planning and reporting as required.
- To lead on the collation of performance data and production of performance reports.
- To draft internal communication updates and schedule team meetings and team updates as required.

2.0 Financial

- To complete daily accounting tasks recording payments and adjustments using the Xero accounting software.
- To support with daily banking activities and processing of payments
- To assist with all financial record keeping and reporting as required.
- To support the annual audit of account process and production of the Annual Report from Trustees.
- To ensure that Hive Portsmouth financial resources are used efficiently, and that savings are identified where possible and to ensure that best value for money is obtained at all times.

3.0 Health and Safety

- To be the lead on Health and Safety requirements within the organisation ensuring compliance with legislation.
- To ensure routine health and safety checks are completed and documented accurately across all premises.
- To maintain appropriate accident records and reports as required.
- To maintain accurate health and safety records as required.

4.0 HR Support

- To be responsible for day-to-day human resource arrangements.
- To maintain accurate personnel records and sickness reporting processes.
- To coordinate staff and Trustee induction and training processes ensuring accurate records are kept.
- To support routine IT issues.
- To maintain all systems and documentation in line with the UK General Data Protection Regulation (GDPR) and all relevant data protection legislation.

5.0 **General**

- To carry out all tasks and duties that may be assigned by Hive Portsmouth.
- To comply with all policies, procedures and governing documents.
- To maintain all systems in line with the General Data Protection Regulation (GDPR) and all relevant data protection legislation.
- To work proactively to ensure environmental sustainability of all operations.
- To work in effective collaboration with all staff of the Hive Portsmouth embracing a 'one team culture'.
- To attend all relevant meetings, preparing papers and reports as and when required.
- To provide cover for the helpdesk and helpline as and when required.
- To deal with customer feedback, whether positive or negative, in a courteous, efficient and timely manner.
- To portray a positive image, both internally and externally of Hive Portsmouth by displaying high standards of service, integrity, punctuality, politeness and professionalism.

HIVE Portsmouth brings people together to build a happier, healthier and more connected city

HIVE Portsmouth is a registered charity in England and Wales (1189067) and a company limited by guarantee registered in England and Wales (12064936)