

Job Title	Administration Assistant
Home	Molehill Services
Reports to	Registered Manager and Home Manager
Responsibilities	<ul style="list-style-type: none"> • Support the manager to keep company systems up to date, these include: Imprest – Finance systems Equals – Card transaction system MyHR – Allocating annual leave and uploading of documents DUQ audits Updating the maintenance portal Matrix – overall agency management, managing collation of shifts, booking shift and confirming on the system, arranging agency profiles and ensuring files are kept up to date. • Ensure weekly and monthly finance audits are completed • Have over sight of documentation used in the service ensuring staff have access to these at all times • Updating the maintenance portal • Book training courses as instructed by management • Have an oversight of the company compliance portal ensuring inspection dates are booked • Keep a detailed archiving system in line with company policy • Minute taking and writing of detailed reports
Accountabilities	<ul style="list-style-type: none"> • When completing weekly and monthly tasks to ensure they are completed in a timely manner, keeping to the company deadlines • Ensure company policies and procedures are followed at all times • Make sure confidentially is kept at all times following the company GDPR guidance
Knowledge and experience	<ul style="list-style-type: none"> • Experience with technology and software • Strong organisational skills
Qualifications and requirements	<ul style="list-style-type: none"> • This role will require an enhanced DBS check • Being able to work under pressure • Basic book keeping skills • Good time management • Attention to detail • Good communication skills, both written and verbal