



# THE SWANSEA AND BRECON DIOCESAN BOARD OF FINANCE



## JOB DESCRIPTION

Permanent contract  
Full-time, 35 hours per week  
Job share could be considered for the right candidates

<b>JOB TITLE:</b>	Reception and Administration Assistant
<b>GRADE:</b>	C
<b>RESPONSIBLE TO:</b>	Reception Administration Supervisor
<b>LOCATION:</b>	The Diocesan Centre, The Cathedral Close, Brecon LD3 9DP / Remote working
<b>PURPOSE:</b>	To support the Reception Administration Supervisor in providing a professional and efficient reception service and administrative support function
<b>MAIN WORKING CONTACTS:</b>	Diocesan and Provincial staff, Bishop and Clergy, Lay members, parishioners and members of the public. As first point of contact, this role is the “public face” of the Diocesan Centre

## MAIN TASKS AND RESPONSIBILITIES

- To provide reception services as part of the reception administration team, including but not limited to:
  - Visitor management
  - Maintaining a presentable and welcoming environment
  - Handling enquiries (predominantly via e-mail and telephone), responding to and actioning responses as necessary
  - Dealing with e-mail and postal communications and managing associated processes
  - Co-ordination of bulk mailings/distributions
  - Calendar management for remote and in-person Diocesan meetings, including the scheduling and circulation of electronic meeting information and meeting room bookings, set up and refreshments
  - Administering key control and asset register procedures
  - Maintaining appropriate levels of office supplies, including stock control, ordering and checking of deliveries and invoicing
  - Photocopying services for budget holders and external customers.
- Providing procurement services for the team.
- Maintaining the Diocesan Centre services invoice and recharge database; prepare and distribute quarterly service invoices and recharges.
- Maintaining and updating database information in line with Data Protection legislation and company procedures.

- Taking minutes, either through meeting attendance or by transcription of digital recordings.
- Maintenance of diocesan archive and filing systems, and assist with the move to an electronic filing system.
- Providing administrative support for the Diocesan Secretary and other Diocesan Officers including work of a confidential nature.
- Providing general administrative support for other team members as required.
- Assisting the reception administration supervisor in matters of Health and Safety, including carrying out routine H&S building checks and responding to issues of report.
- Undertaking regular visits to the Eastmoor satellite office in Swansea, to undertake H&S and equipment checks.
- Any other duties as may reasonably be required of the role at the discretion of the Line Manager.