

## **Job Description**

### **1. Job Title**

Corporate Services Assistant

### **2. Reports To**

Corporate Services Manager

### **3. Purpose**

To provide comprehensive administrative, operational, and governance support across the Corporate Services functions, including Finance, HR, IT, Facilities, Governance, and Data Protection. The role ensures the smooth day-to-day running of the organisation's support services, enabling the Corporate Services Manager to focus on strategic priorities.

### **4. Key Accountabilities**

N/A

### **5. Key Responsibilities**

#### **Financial and Statutory Administration**

- Administer various accounting processes, including ensuring the accurate and timely payment of supplier invoices.
- Maintain and oversee the fixed asset register, ensuring accurate records of equipment.
- Prepare and submit statutory returns and financial reports.
- Provide administrative support for related third-party companies and grant schemes.

#### **Human Resources Support**

- Assist with the end-to-end recruitment process, including scheduling interviews and issuing contracts.
- Administer employee records, including holiday allowances, absences, and benefits.
- Support the coordination of the performance appraisal system.
- Help to organise and deliver training and awareness initiatives for staff.

#### **Governance & Compliance Support**

- Support the Corporate Services Manager with administrative support for the Board, Audit and Remuneration sub-group, Ethics and Standards committee and committee governance.
- Support the Data Protection Officer (Corporate Services Manager) in administering data protection compliance across the organisation.
- Act as a first point of contact for data protection queries from staff and members.

- **IT, Systems and Facilities Support**
- Manage building access controls, including alarms and key distribution.
- Oversee cleaner scheduling and performance.
- Provide support for office equipment e.g. video conferencing, workstations, computers.
- Administer telecoms systems (mobile and landline phones), including renewals, billing, and staff support.
- Support the Corporate Services Manager in developing and maintaining systems e.g. CRM, website.

## 6. Skills and Knowledge

	Essential	Desirable
Education / Qualifications	A minimum of 5 GCSEs (or equivalent) at grade C or above, including English and Mathematics.	A-Levels, BTEC, or equivalent; qualification in Business Administration, Finance, or IT.
Experience / Background / Knowledge	Proven experience in an administrative role, with exposure to finance, HR or IT tasks.	Experience in managing confidential information or supporting governance committees.  Experience using financial software (e.g., Sage), HR systems, or basic IT troubleshooting.
Skills and Competencies	Exceptional organisational skills and meticulous attention to detail.  High level of discretion and integrity when handling sensitive and confidential information.  Proficiency in Microsoft Office (especially Excel).	Excellent written and verbal communication skills for drafting correspondence and minute-taking.  Ability to manage multiple tasks and priorities effectively under pressure.
Attributes	Proactive, reliable, and able to work independently and as part of a team.	Professional, member-focused approach with a keen interest in governance and compliance.

## 7. Other Requirements

A flexible approach to work and willingness to undertake a variety of tasks to support the team.