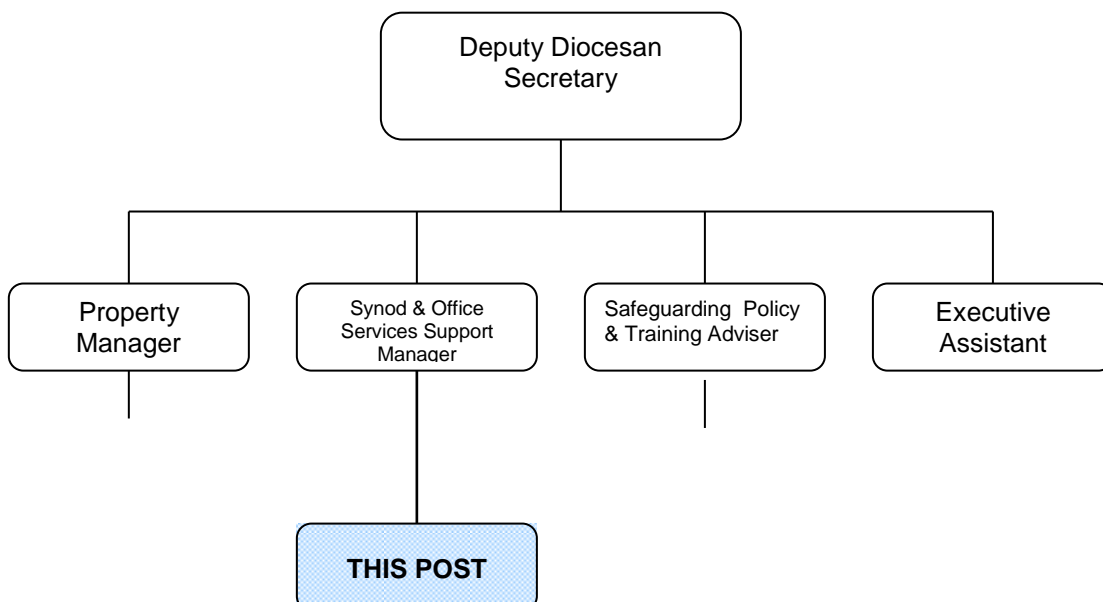




## PORTSMOUTH DIOCESAN BOARD OF FINANCE

### JOB DESCRIPTION

- 1. Job Title**  
Receptionist / Administrator
- 2. Key Work Areas**  
Mission & Resources Section.
- 3. Primary Purpose**  
To be responsible for Reception and admin support to the Mission & Resources team.
- 4. Secondary Purpose**  
To provide general hospitality support for meetings and guests.
- 5. Accountability**  
Accountable to the Office Services Manager.
- 6. Authority**  
N/A.
- 7. Organisation**



## **8. Principal Tasks**

- 8.1 To be responsible for reception duties, hospitality and dealing with routine enquiries.
- 8.2 To maintain the office stationery supplies and to agree, with the Executive Assistant, expenditure from the stationery budget.
- 8.3 To sort the incoming post.
- 8.4 To co-ordinate the booking of the conference room including bookings by outside users.
- 8.5 To assist with routine enquiries relating to matters of property maintenance.
- 8.6 To provide labels for the diocesan magazine (@CofEPortsmouth) for distribution.
- 8.7 To assist in the updating of the diocesan database.
- 8.8 To provide administrative support to Synod & the Office Services Support for Synod elections, clergy stipends, electoral registrations and roll.
- 8.9 To assist with the Statistics for Mission and Finance.
- 8.10 To organise the office reprographic facilities including the co-ordination of outside users.
- 8.11 To assist the Stewardship Adviser by inputting data relating to the gift aid and tax recovery scheme.
- 8.12 To provide general secretarial services for the resources section.
- 8.13 To provide general office administration such as filing, photocopying, information collection and distribution etc.
- 8.14 To update DAC casework as required online and as directed by the DAC Secretary.
- 8.15 To act as cover minute secretary to other committees as required to cover staff sickness and holiday.
- 8.16 To regularly sort and scan archive documents held on file.
- 8.17 To undertake any other task as requested by the Office Services Manager.

Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_ Date: \_\_\_\_\_