**ADMINISTRATION MANAGER**

**HELP COUNSELLING**

**Salary £18,000-21,000 per annum**

**Background**

Help Counselling is a small, local mental health charity that offers 1:1 low cost counselling and training placements for trainee psychotherapists. Based in Portobello Road and serving the community for over thirty years, Help is currently restructuring and so the Board of Trustees have created new job opportunities to ensure that Help Counselling builds on its successful history whilst implementing a dynamic new strategy.

**Job Description**

Help is looking for an Administration Manager that includes the duties of Financial Controller and maintenance of Help’s web-site and answering the phone. The job requires a degree of flexibility and you will be working closely with and coordinating with the Clinical & Philanthropy Managers, in terms of timing and meeting reporting deadlines.

**Job purpose**

To be responsible for:

* Carry out general office duties and administration including filing and answering the telephone and other duties when required
* Recording and banking of receipts from clients, donations and grants, and maintaining the records for such transactions
* Recording expenditures and performing the bank transfers for those and being the point of contact for all suppliers of goods and services
* Maintaining records for the purpose of reclaiming Gift Aid from HM Revenue & Customs
* Providing the required input for the monthly payroll process, and arranging payment to HM Revenue & Customs of associated employer and employee taxes.
* Maintaining the books of account and producing monthly summaries of actual results and budget vs actual comparisons, with appropriate commentaries of important points
* Preparing the annual financial statements and the financial summaries required for charitable status reporting, including liaising with an external reviewer of Help’s accounts
* Reporting on all financial matters to the Board
* To maintain the operational computer database & liaise with the software developer to further develop & extend its functionality
* To provide database reports as required
* To manage the data protection registration
* To manage Health and Safety matters
* Administering our website and keeping the information on our website up to date

**And to provide on an ad hoc basis:**

* Administering fund raising events and keeping the financial records associated with those, including the records required for gift aid compliance
* Financial reporting to donors and for funding applications, coordinating with the other management team members to provide the administrative data and creating the financial records for funding application purposes
* Taking charge of all other administrative tasks, reports and requirements, ensuring our compliance with data recording quality standards and other forms of compliance recording and reporting
* Facilities management of Help’s premise
* Taking care of all ad hoc administrative requirements related to the day to day running of the charity

**The Administration Manager shall:**

* Be highly organized and self-motivated
* Have a positive can-do attitude and enjoy working as part of a team
* Have knowledge of mental health
* Have attention to detail
* Excellent and proven numerical skills
* Ability to understand financial information
* Agree to work towards personal performance objectives and targets

Closing date: midday on Monday 11th September

Interviews during the week of 18th September

Please send CV and personal statement to: recruitment@helpcounsellingcentre.com

or by mail to: Board of Trustees, Help Counselling, 57 Portobello Road, London W11 3DB