



Archaeological Research
Services Ltd

Job Description

Business Administrator

Post Holder	TBA
Job Title	Business Administrator
Grade	10
Salary	£21,000 - £28,000
Location	Bakewell
Accountable to	Managing Director
Job Summary	<p>To carry out financial, secretarial, administrative, clerical, purchasing and general office duties including payroll and invoicing as well as other related tasks that may arise and leading the Business Administration team and ensuring members of staff follow Company admin procedures.</p>
Responsibilities/Main Duties	<p>Oversee bookkeeping, including payroll (using IRIS software) and invoicing.</p> <p>Secretarial duties such as telephone, reception, purchasing, post, filing, letters, minute-taking, keeping records <i>etc.</i></p> <p>Attend meetings and taking minutes, diary keeping and arranging meetings.</p> <p>Deal with landlords and office leases.</p> <p>Support HR tasks such as assisting in preparation of person specifications, job descriptions, statement of terms, maintaining staff records (e.g. sick leave, holidays).</p> <p>Take part in and organise staff training and development initiatives.</p> <p>Undertaking ISO internal auditing.</p> <p>Organising company events and trips.</p> <p>Making inventories of equipment and dealing with Company insurances.</p>

Drive company vehicles when required. Assist with keeping the company vehicles up to date with tax, insurance, MOT and servicing and ensuring that they are roadworthy at all times. Notify manager of any faults etc so that they can be rectified.

Occasional travel may be required, for example to attend meetings with bank, training and so forth.

Any other duties that may be allocated from time to time.

Safety

To abide by the safety rules as set out in the Health and Safety Handbook.

Hours of Duty

Normally 40 hours per week inclusive of breaks.

Annual Leave

All statutory bank holidays (8) plus 20 days.

Conditions of Service

See the Staff Handbook.

Period of Notice

First month = nil.

After 1 month & within probation period = 1 week

After probation period & less than 1 year = 8 weeks

After one year = 12 weeks

Confidentiality

It should be noted that some of the information that the post-holder will access will be of a confidential nature both to other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes.

Note

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.