



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Job Description

Business Administrator

Post Holder	TBA
Job Title	Business Administrator
Grade	10
Salary	£23,000 - £28,000
Location	Bakewell
Accountable to	Chief Operating Officer / 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 ensuring members of staff follow Company admin procedures. Working alongside existing Business Administrator and working closely with other members of immediate team that include our Bookkeeper and Head of HR.</p>
Responsibilities/Main Duties	<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>Provide support and cover for the Business Administration team including Bookkeeper.</p> <p>Take part in and organise staff training and development initiatives.</p> <p>Undertaking ISO internal auditing data compilation.</p> <p>Organising company events and trips.</p> <p>Collate monthly KPI docs and cascade Action Log to Management Team following monthly management meetings.</p> <p>Undertake payroll and expenses, Pensions and Company benefits (health cash plan, health insurance, life assurance <i>etc.</i>) with input from HR Officer</p>

Manage overheads in line with budget and achieve KPI targets.

Maintaining Company diary (Admin@arc.....) including key dates such as: when property leases need to be renewed or let go, dates of managerial appointments

Keeping all Company insurance up to date and fit for purpose (incl. checking as well as price check)

Processing, reviewing and signing off staff expenses in line with expenses policy.

Oversee and make sure all sub-contractors sign NDAs and IP transfer docs as appropriate, collate and archive.

Booking accommodation, train tickets *etc.* and supporting project administration.

Producing Purchase Orders for procurement.

Internal IT support, including KPI accountability and reporting for IT metrics.

Making inventories of equipment and dealing with Company insurances.

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.

Inculcating, promoting and delivering Vision, Mission and Culture of the Company.

Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff

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

Within probation period = 2 weeks

After probation period = 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.