



## Job Description

<b>Job Title:</b>	<b>Team Assistant</b>
<b>Reporting To:</b>	Chief Operating Officer
<b>Reportees:</b>	None
<b>Location:</b>	IDPC Secretariat – London Office
<b>Hours:</b>	Full time / 40 hours per week (additional working hours may be required from time to time)

## Main Responsibilities:

### 1. Financial Management

- To maintain accurate financial records for IDPC and be the initial point of contact with regard to all financial matters.
- To receive and record invoices onto Xero, preparing the payment runs and posting all invoices, debit card payments, petty cash and expenses every month.
- To track all donor reporting deadlines and requirements, supporting the team as required to produce financial reports, statements and relevant documentation.
- To track and renew contracts for IDPC consultants and other third parties.
- To support the annual IDPC audits through liaison with the auditors, producing the required paperwork, and ensuring that the required reports are submitted to Companies House and HMRC.
- To provide financial information to IDPC colleagues as and when required, including preparations for new funding proposals and monthly financial reports for senior management.
- To import bank balances onto Xero and complete monthly reconciliations.
- To prepare monthly payrolls and produce payslips, posting any relevant payroll journals on Xero and processing the related NI, tax and pension submissions.
- To raise invoices and communicate with suppliers as required.
- To manage the petty cash system and oversee the submission and recording of expenses and travel advances.
- To maintain, routinely review and update the Staff Handbook, Financial Procedures and Financial Processes, and all relevant policies.
- To resolve any finance queries in a timely manner.

## **2. Administration and Office Management**

- To be responsible for administrative tasks and procedures within the IDPC Secretariat.
- To provide administrative support to the senior members of the IDPC Team.
- To ensure the smooth running of the IDPC office in London and Bangkok.
- To manage travel and logistics for IDPC events and external meetings, including arranging flight and hotel bookings, and sourcing venues for events.
- To maintain orderly and user-friendly filing systems.
- To manage all incoming and outgoing post as well as courier deliveries and collections.
- To deal with all queries, either by telephone or email, in an informed and appropriate manner, forwarding all messages efficiently to the responsible people.
- To source cost-effective suppliers for IDPC and liaise with suppliers on behalf of IDPC, including office space, insurance and IT providers.
- To maintain the human resources files for the IDPC team, completing all relevant human resource processes such as annual P60 documents.
- To develop and maintain annual leave forms and staff timesheets where required.
- To maintain general office equipment and stationary, including ordering, servicing and repairs.

## **3. General**

- To coordinate the scheduling, agendas and paperwork for bi-monthly team meetings, and quarterly strategy meetings, including taking minutes and noting the action points.
- To support IDPC's advocacy and networking efforts, including the coordination of teleconferences and meetings and taking minutes when appropriate.
- To support the development and expansion of the IDPC membership, including being the initial point of contact for all membership queries and processing new applications through the agreed procedures.
- To support fundraising efforts, including identifying and sourcing new donors, as well as concept note and proposal writing.
- To oversee the regular updating of the IDPC Work Plan Matrix, sourcing information from the IDPC team on a monthly basis.
- To contribute to donor reporting efforts.
- To coordinate the work of IDPC interns and volunteers in relation to finance and administrative tasks.
- Other duties as required.