

IFEDA

Job Description Form

Location: Buckingham MK18

Reports to: General Manager

Title: Office Manager

Main Duties:

- Ensure the efficient running of the national office and always representing IFEDA in a professional manner.
- Receive correspondence and communications, and ensure the appropriate action or response is administered immediately.
- Initiate contact, or liaise, with training course candidates and make appropriate bookings.
- Input sales/supplier invoices and credit notes onto Sage in a timely manner.

Specific Duties include:

- Maintain accurate and up to date records of all aspects of IFEDA's business and activities.
- Administer and maintain records in respect of members, and issue membership certificates.
- Assist with the administration of meetings of the National Membership Committee and General Meetings of the Association, issue agendas and other information as necessary, and record, publish and distribute minutes in a timely manner.
- Assist with supervision of recruitment of new members, and act as liaison between the National Management Committee and the Membership.
- Administer the annual renewal of membership in a timely fashion, and report resignations to General Manager immediately.
- Administer receipt of membership applications and issue new member information packs and certificates.
- Buy and store products for sale to members and customers, receive orders from members and customers, and pack and dispatch orders.
- Arrange and publicize training courses. Maintain records in respect of course attendance, examination results and certificate issue.
- Assist with the administration of Association accounts including invoice issue, invoice payments and Sage reconciliation.
- Credit control and Bank reconciliation.
- Provide monthly balance sheet and Profit and Loss figures for the General Manager and Chairman.
- Organize payment of supplier invoices and credit notes.
- Input expense figures onto Sage in a timely fashion.
- Liaise with accountant regarding Year End and run Sage year end.
- Raise sales invoices on Sage swiftly and professionally.
- Carry out month end reconciliation on Sage, and file month end reports in a timely manner.
- Assist the General Manager in any administrative duties as reasonably requested.