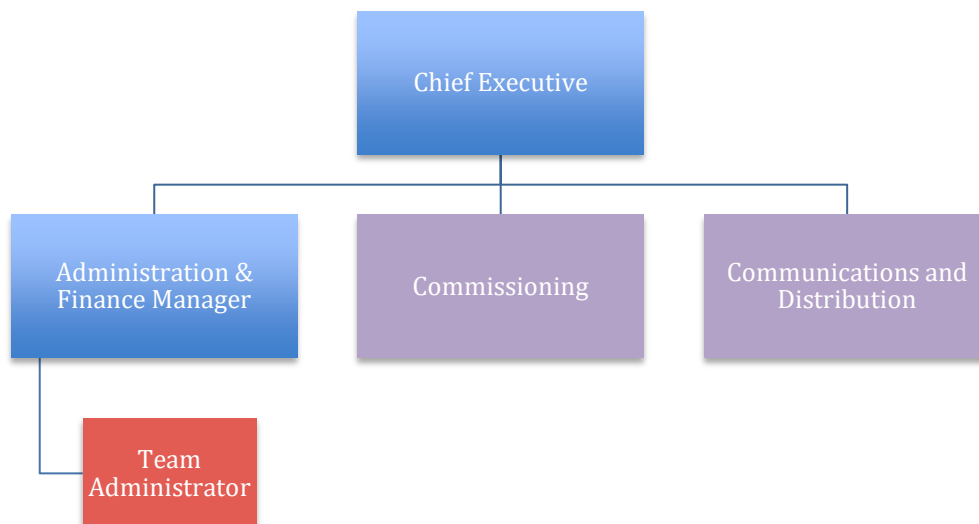


ROLE DESCRIPTION: TEAM ADMINISTRATOR

Reporting lines:

The Administration and Finance Manager is the line manager for this role.



This is an office-based role at BSLBT's office which is currently near Old St tube station, London N1, and some occasional home working may be possible.

Key areas of responsibility:

1. Financial administration:
 - Processing invoices and payments
 - Processing expenses and credit card bills
2. Being a first point of contact for BSLBT
 - Monitoring and responding to emails in BSL Zone mailbox
3. Diary management, and organising meetings
 - Setting up meetings, booking rooms
 - Booking interpreters
 - Making travel arrangements
4. Assisting with promotional activities. For example:
 - Mailouts and marketing materials
 - Screenings and live events on Facebook
5. Maintaining the cloud-based filing system
6. Supporting team members with paperwork (documents, spreadsheets) and basic research
7. Any other duties, within the broad scope of the role, as may be reasonably required

PERSON SPECIFICATION

You must:

- Have at least two years' experience in a busy administrative role, including financial processing
- Be an experienced and confident user of Microsoft Office: Word, Excel, Powerpoint
- Have excellent written English skills
- Be self motivated, able to work on your own
- Have attention to detail with words and numbers
- Be organised and like organising things for other people

- Be flexible and adaptable

You should:

- Have an interest in Deaf culture and language
- Have an interest in television
- Know about BSLBT: look at its website and watch its programmes

We are particularly interested in applications from BSL users.