



Job Purpose

A part-time vacancy has arisen in the Jamaat Office for an Administration Assistant to look after secretariat matters for KSIMC of Birmingham. The role would involve regular interaction with the Office Bearers, sub committees and external stakeholders. The individual would work with and report to the Administration Officer, with performance reviewed on a 3 monthly basis.

Duties and Responsibilities

DAILY

- Responding to and following up email correspondence
- Receiving, opening and sorting post.
- Writing receipts and cheques
- Answering the phone and dealing with various queries
- Filing all paperwork following the correct records management structure.
- Inputting data in Quick Books/Sage receipts, funds collected, subs paid.
- Inputting data in excel documents on server and updating info
- Updating lists and server documents
- Responding to and making bookings of the Imambargahs, SZ halls and classrooms
- Interaction with members of the public re: dealing with queries
- Liaising with Caretaker regard bookings, notices to be put up, namaze wahshat updates

WEEKLY

- Raising invoices for subs/burial/deaths/events/ - weddings majalis etc
- Liaising with Secretary General. & Deputy Sec. regarding announcements and engagement registrations
- Membership approval processing
- Dealing with tenant queries and follow ups
- Preparing the Announcements for the Director of Programs
- Make sure the website, Notice boards are kept up to date.
- Making sure all Trustee, members & Staff files are kept up to date with relevant information.

ANNUALLY

- End of year statistics preparation of deaths, marriages, engagements and EC meetings during the year
- Assist the SG in preparing the AGM reports
- Prepare membership subs invoices for members and post out
- Help with audit preparation by ensuring all data input.

REQUIREMENTS

- Quick learner with good attention to detail
- Team player and good work ethic
- Good Microsoft Office skills
- Good Working Knowledge of Accounts/Bookkeeping & software such as Quickbooks and Sage