**Richard Newton Consulting**

**Office Manager / PA to the Director**

**Job Description**

Hours – 37.5 per week

Location – home based during Covid crisis – then office based – presently 21 Cathedral Road, Cardiff

Salary – £29,000 - £31,000 per annum

Holiday – 25 days

Responsible to – Richard Newton, Director, Richard Newton Consulting

Responsible for – Administrator (line-management), Account Managers / Associate Consultants (co-ordination of workflow planning)

Key Roles

* To provide PA services to the Director. This includes diary management, administration and proof reading, direct client liaison and co-ordination of the wider staff team.
* To manage workflow planning, ensuring deadlines are met and that Consultancy staff / workloads are appropriate
* To manage staff records – holidays, sickness, payroll etc.
* To support financial processes including invoicing of clients and invoice processing
* To respond to new business enquiries and support the on-boarding of new clients
* To assist in the identification of tender opportunities and preparation of responses to secure further work for the Consultancy
* To assist the wider Consultancy team in funding bids and tender submissions
* To assist in Consultancy marketing i.e. planned social media and web updates
* To be a first point of enquiry to clients for the business and act as an ambassador for all services provided by the consultancy
* Other reasonable requests on made by the Director

Key Skills, Experience and Competencies required

* A track record of co-ordinating work in a busy office environment
* Excellent communication and customer service skills
* Research skills
* Strong administrative skills
* Ability to show initiative
* Cashbook / invoice management
* The ability to manage multiple deadlines and co-ordinate workflows
* Effective time management
* Attention to detail
* Good IT skills including use of full Microsoft Office suite and use of social media
* Excellent record keeping
* A team player but prepared to take on individual responsibilities
* Prepared to work at times outside of regular office hours or at locations away from the office.
* A knowledge of Wales – in particular its political and economic environments
* An understanding of some of the themes of support that we offer clients e.g. fundraising, business planning, impact measurement, feasibility studies, quality assurance and / or evaluation
* An appreciation of some of the sectors that our clients work in e.g. education, arts, social change, social welfare

Desirable

* Experience of working with, or for, the not-for-profit sector
* The ability to speak Welsh
* Knowledge of GDPR regulations
* Project Management skills
* Business development skills
* Access to a car