

## Business and Administration Apprentice

**Directly responsible to: Head of Corporate Services**

**Salary: In line with Apprenticeship programme (£7-£7.50 per hour) 30 hours per week**

**Location: SportPark, Loughborough**

### Role purpose

To be part of Activity Alliance's high-performing and valuable Corporate Services team. You will support with a range of administration and finance tasks across a variety of teams. The Corporate Services team is responsible for streamlining the charity so it can be more effective through better systems, processes and policies.

### Key responsibilities

- **Administration**
  - To assist in handling switchboard enquiries and calls
  - Assist Corporate Service team in the management of diaries and scheduling appointments
  - Provide general support to visitors
  - Answer, log, transfer or respond to all internal/external enquiries as required.
  - Update/manage the CRM system
  - Distribute post and disseminate relevant incoming emails
  - Book travel arrangements and prepare expense claims for the Executive team
  - Support Exec Assistant and HR Lead in their duties, including administration and filing.
  - To support the Corporate Services team in duties where necessary
- **Finance:**
  - To code and input Purchase Invoices into Sage in accordance with procedures
  - To code and input Purchase Orders into Sage in accordance with procedures
  - To code and input Sales Invoices into Sage in accordance with procedures
  - To code and input Bank transactions into Sage in accordance with procedures
  - To produce payment runs
  - To file finance documents and support annual audit process
  - To support Head of Corporate Services with production of, month end and quarterly reports and reconciliations
  - To support finance team in other duties as required

### Contribution to the Work of Activity Alliance

To work as a central member of the Activity Alliance team to achieve the key organisational outcomes.

### Equality and diversity

Activity Alliance is committed to championing equality and diversity in all aspects of employment and in the services that it provides.

All Activity Alliance staff are required to actively promote the equal opportunities policy. This includes influencing and encouraging the empowerment of disabled people within sport and physical activity.