



Administrative Officer- Home Based

Initially 15 Hours Per Week (potential to increase to 22 after 6 months)

Salary £10,135 (Pro Rata £25,000)

Potential for partner status with eligibility for bonuses based on company performance

LGRC Associates is an independent national professional services provider based within the Local Council Sector. Due to an ongoing expansion, we are seeking an Administrative Officer to assist with contract administration, marketing, our business performance dashboard, and financial management. Also, general support where needed with client assignments

The position would be home based. LGRC is currently in transition to becoming an Employee-Owned Trust and the successful applicant would be eligible, after 6 months in post to be considered for appointment as an LGRC business partner. Partners participate in the management and development of the business and are eligible for bonus distributions based on the profitability of the company.

Our Ethos is to be a supportive and creative place to work in an environment where excellence is our constant objective and our partners are valued equally, irrespective of the role they perform.

To apply for this interesting role please send a comprehensive CV with a covering letter highlighting your suitability against the requirements of the role description to

info@lgrc.uk. The closing date is 14th August 2022, and it is hoped to appoint by early September

Job Description

Role Concept

To provide operational administrative management support to the company in the areas of Client and Associate Contract Administration, Marketing, Business Performance and Finance,

Key Tasks

Client contract administration

- Work with the General Manager to draft and manage client contracts following acceptance of proposals.
- Administer partner and associate contracts
- Maintain client and associate records
- Take ownership of company central records and ensure that relevant files are maintained and can be easily recovered.

Marketing

- Maintain the company contacts databases including existing and potential clients and other key contacts.
- Work with the Managing Director to create marketing material for use in marketing campaigns

Business Performance

- Create, maintain, and update on a regular basis a central **Business Snapshot** providing core data and information about business performance.
- Work with the lead partner of the technical committee to establish a resource library for use by partners.
- Produce one off reports on aspects of company performance as required.

Finance

- Receive and chase Associate Time Sheets following each month end.
- Create and issue client invoices in a timely manner
- Work with the General Manager to recover overdue payments.

General

- Take an interest in the development of the business and participate in any other relevant areas of work that may be required.
- Support partners and associates where appropriate in delivering successful assignments

Person Description

Area	Essential Attributes	Desirable attributes
Education	<ul style="list-style-type: none">• Good General Education to A level standard	<ul style="list-style-type: none">• Bachelor's Degree• Relevant Professional Qualification
Core Skills	<ul style="list-style-type: none">• Demonstrable Administration skills• Analytical Mind• Commercial Awareness• Communication Skills• Records Management• Numerate	<ul style="list-style-type: none">• Management experience
Financial Skills	<ul style="list-style-type: none">• Sound bookkeeping skills including invoicing and aged debt management.	<ul style="list-style-type: none">• Knowledge of Quickbooks
Experience	<ul style="list-style-type: none">• A record of experience of administration in the public or private sectors.	<ul style="list-style-type: none">• Experience of working in a Town, Parish, or Community Council ideally as a Clerk.
IT Skills	<ul style="list-style-type: none">• Capable user of Microsoft office Products	<ul style="list-style-type: none">• Website administration experience
Personal Attributes	<ul style="list-style-type: none">• Self-Starter• Organised and methodical	<ul style="list-style-type: none">• Good networking ability