



Job Description – Secretariat Administration Assistant

Job Purpose

A vacancy has arisen in the Jamaat Office for an Administration Assistant to look after secretariat matters for KSIMC of Birmingham. The role involves regular interaction with the Office Bearers, sub committees and external stakeholders. The individual would report directly to the Office Manager, with performance reviewed on a 6 monthly basis.

Duties and Responsibilities

DAILY

- Receiving, opening and sorting post.
- Reception duties: Answering the phone and handling internal and external visitors
- Respond to all emails appropriately and carry out related actions
- Filing all paperwork following the correct records management structure.
- Inputting data in Quick Books/Sage- receipts, funds collected, membership fees paid.
- Creating, maintaining and updating excel lists and server documents
- Handling bookings of the Imambargahs, SZ halls etc for internal committees and external organisations
- Interaction with members of the public, community members, external organisations
- Liaising with caretaker regarding bookings, notices to be put up, namaze wahshat updates
- Assisting Sub-committees with administrative tasks

WEEKLY

- Membership and burial scheme approval processing and maintenance
- Raising invoices for membership fees/burial/ deaths/events/ - weddings majalis etc
- Liaising with Secretary General. & Deputy Sec. regarding announcements and engagement registrations, completing all paperwork and certificates
- Liaising with Secretary, Deputy Secretary, Tabligh & Ladies Committees for Alims/Zakir(a)s - sending out invitations, visa letters, supporting documents, accommodation and other logistical arrangements etc.
- Correspondence on behalf of the President, Secretary to individuals and varied organisations
- Receiving and communicating repairs & maintenance queries, ensuring completion
- Handling tenant queries and follow ups
- Liaising with Deputy Sec regarding website information & managing the Social Media Portals
- Preparing the Announcements for the Director of Programs.
- Updating online calendar for Hall bookings and Alim/Zakir(a) bookings
- Make sure the website, Notice boards are kept up to date.
- Liaising with the subcommittees making sure the office receives their minutes and follow up any actions on behalf of the SG.
- Ensuring all Trustee, members & Staff files are kept up to date with relevant information.
- Compiling all sub-committee announcements and events for communication to the community.
- Collating the timesheets for cleaning and security staff.
- Co-ordinating wedding bookings with the director of programmes for AV and officiating support, ensuring all paperwork and procedures for weddings are complete.
- Processing DBS applications for volunteers and staff
- Assisting in organising Fateha for Jamaat Programmes
- Preparing cash and cheques for banking
- Writing Cheques



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AS AND WHEN REQUIRED

- Chasing outstanding invoices
- Correspondence with COEJ re: DBS, events, courses programs, fitra remittance, khums remittances
- Attend EC, AGM & EGM meetings to take minutes and make sure minutes and follow up on actions are completed within the timescales agreed.
- Renewing energy contracts for all KSIMC sites after conducting market research for best rates
- Renew Insurance contracts for building and motor vehicles.
- Other Adhoc duties as and when required

ANNUALLY

- Prepare membership and burial fee invoices for members
- End of year statistics preparation of deaths, marriages, engagements and EC meetings during the year
- Assist the SG in preparing the AGM reports
- Help with audit preparation by ensuring all data has been input.
- Make sure all the buildings are certified for Health and Safety

REQUIREMENTS

- Quick learner with good attention to detail
- Team player and good work ethic
- Good verbal and written communication skills – able to build rapport with people at all levels
- Excellent Microsoft Office skills
- Good Working Knowledge of Accounts/Bookkeeping & software such as Quickbooks and Sage
- Experience/Good understanding of GDPR regulations and handling of confidential data