

## Job Description:

<b>Job Title:</b>	<b>Administration and Retail Assistant, Kingston Community Furniture</b>
Hours:	22.5 per week
Salary:	c£18,000 per annum pro-rata – six-month fixed term contract initially
Location	KCF Shop, Kingston Road, Kingston upon Thames
Context:	<p>Staywell is an award-winning, not-for-profit charity with over 70 years' experience of supporting people in the community, and a team of people who care passionately about providing high quality services.</p> <p>Kingston Community Furniture joined with Staywell in October 2013. Its main areas of operation are poverty alleviation and waste minimisation. The former is achieved through the sale of quality reusable furniture at accessible prices and the latter by diverting what would otherwise be waste into reuse. Staywell has invested in new vehicles and a shop for KCF.</p>
Job purpose:	<p>To assist with general administrative processes, supporting the Service Manager by producing routine reports and financial documentation needed for the effective management of Kingston Community Furniture.</p> <p>Taking an active role in selling products through Kingston Community Furniture's shop together with appropriate data entry on the organisation's database.</p> <p>Supervising volunteers engaged to support sales and associated activities at Kingston Community Furniture's shop.</p>
Main duties:	The following list summarises in broad terms the main functions of the post.
	<p><b>Administrative:</b></p> <ol style="list-style-type: none"> <li>1. Maintain manual and computerised petty cash records on a daily and monthly basis</li> <li>2. Log details of all clients gift aiding the sales value of donated items and submit monthly claim to HMRC</li> <li>3. Produce details of monthly debtors requiring invoice and submit to Finance Team for production of invoice</li> <li>4. Raise purchase orders for supply of goods and services to KCF</li> <li>5. Collate monthly statistics for KCF's performance reports</li> </ol>

		<p><b>Retail:</b></p> <ol style="list-style-type: none"> <li>1. Supervise KCF's volunteer sales team in the absence of the Service Manager to ensure customer care standards are maintained at an optimum level</li> <li>2. Deal with customers in person and on the phone</li> <li>3. Maintain accurate records of all sales made utilising KCF's bespoke database</li> <li>4. Ensure all required financial procedures are followed</li> <li>5. Make certain that details of items donated at the shop are accurately recorded and gift aid procedures followed</li> <li>6. Assist with daily takings cash &amp; credit card reconciliation</li> </ol>
<i>Reports to</i>		Service Manager
<i>Staff reporting</i>		Sales Team Volunteers
<i>General</i>		<p>This job description reflects the core activities of the role. The post holder may occasionally be required to perform duties other than those given in the job description and responsibilities attached to the post may vary from time to time.</p> <p>All staff are expected to support equality of opportunity and equity of treatment of colleagues, whether employed or volunteering with the organisation. All staff are expected to help maintain a safe working environment, observing and undertaking relevant training in health and safety requirements. All staff are expected to maintain the utmost respect for confidentiality.</p>

### Person Specification

Experience:		<ol style="list-style-type: none"> <li>a) Supervisory</li> <li>b) Record Keeping</li> <li>c) Retail Environment</li> </ol>
Aptitude/behaviour:		Team Player
Skills & abilities:		Computer Literate
Knowledge & awareness:		Microsoft Office Suite
Qualifications:		No formal
Other desirable requirements:		Cheerful disposition

Situated in KCF's vibrant shop, this post would suit a person with sound administrative experience and a flexible approach who would be comfortable working with vulnerable customers and volunteers.