St Peter’s Bentley PCC

Role Description:

CMA Bentley Administrator

CMA Bentley Administrators are employed by The Parochial Church Council of the Ecclesiastical Parish of St Peter, Bentley, and report to the CMA Bentley Centre Manager.

**Main purpose of the role**

To provide general admin support to the CMA Bentley team of debt advisors by carrying out a range of tasks to ensure the smooth running of the Debt Advice Centre including:

* Dealing with incoming and outgoing correspondence
* Data entry, retrieval, and database maintenance
* Creating and managing documents
* Compiling reports
* Managing diaries for team members
* Speaking to clients to answer queries and resolve issues

**General Responsibilities as a member of the staff team, including:**

* Attending staff meetings and other meetings as required
* Preparing for and participating in regular supervision
* Undertaking training.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The postholder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time in full consultation with the postholder to meet the needs of the Church