

## WAVE Job Description Office Administrator



WOMEN AGAINST VIOLENCE EUROPE  
WAVE Network and European Info Centre against Violence  
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<b>Reports to</b>	Executive Manager
<b>Location</b>	Vienna
<b>Hours</b>	30 per week
<b>Salary</b>	Salary Level: Between 7/1 -7/4 of to the Austrian Social Economy Collective Agreement (SWÖ KV), i.e. Gross salary between €2.021 – 2.103 per month depending on relevant experience and qualifications
<b>Contract type</b>	Unlimited
<b>Main purpose</b>	<ul style="list-style-type: none"><li>• Ensuring the smooth and effective running of the WAVE office and contributing to its sustainable growth.</li></ul>

### Introduction to WAVE

WAVE is a network of 160 members in 46 European countries, who are all working towards tackling and preventing violence against women and their children. Our members are mainly women's specialist services such as shelters, centres and helplines, some are also national networks of such organisations. WAVE's main aim is to prevent and eliminate violence against women (VAW) and their children, to strengthen the human rights of women and girls and to ensure their rights to access specialised women's support services.

Having a well organised, motivated and effective Office Administrator is key to making WAVE's positive impact and sustainable growth possible.

### A. Main Purpose of the Job

- 1) Ensuring the smooth running of the WAVE Office by providing efficient and well-organised administrative support to the WAVE Team and Board.
- 2) Supporting the WAVE Accountant in effectively managing WAVE financial procedures.
- 3) Being the main administrative contact person for the WAVE Office, Board, the Members and other relevant internal and external stakeholders.

### B. Key Responsibilities and tasks

#### 1) Coordinating the WAVE office administration

- Managing phone calls and correspondence (e-mail, letters, packages etc).
- Being the primary contact for the WAVE Office-Email account, managing communication with the WAVE membership and other internal as well as external stakeholders.
- Tracking and replacing office supplies as necessary to ensure smooth maintenance of standard office procedures.
- Managing accommodation, and travel arrangements for the WAVE Board.
- Managing the office petty-cash.
- Providing administrative support to the Accountant.
- Conducting general administrative duties, including filing and taking the minutes at key internal and external events.

## **2) Being the administrative contact for the WAVE Board**

- Being the primary administrative contact person for the WAVE Board.
- Scheduling Board meetings and taking minutes.
- Coordinating and maintaining the Board Microsoft-Teams account (an online platform recording key decisions, minutes, working documents etc).

## **3) Supporting the WAVE Accountant**

- Keeping accurate records and updates of the annual WAVE membership fee collection, and ensuring accurate recording of payments, temporary reductions, full reductions and non-payments.
- Managing the office petty cash.
- Logging and processing Visa card payments, and other payments.
- Logging and processing travel, hotel and per diem expenses of WAVE Board, Staff and Members.
- Entering and coding financial transactions appropriately.
- Assisting in the preparation of quarterly finance reports to the WAVE Board.
- Assisting with audits, fact checks, and resolving discrepancies.
- Reviewing Staff and Board expenses and making reimbursements.
- Checking that timesheets are filled in correctly on the relevant time-keeping platform (e.g. Timebutler).

## **4) Supporting the Event Coordinator**

- With the identification of appropriate conference/meeting venues and obtaining of quotes.
- With any general organisational/administrative tasks related to the smooth planning and implementation of WAVE events.

## **C. General Responsibilities**

- Working within the WAVE budget and financial procedures.
- Attending weekly or fortnightly team-meetings.
- Attending 6-8 weekly 1:1 meetings with the Executive Manager.
- Attending external/international meetings as required for this role.
- Supporting the organisation and delivery of the annual WAVE conference according to the conference workplan.
- Ensuring that all WAVE policies and procedures are adhered to.
- Attending all meetings and trainings relevant to this role.
- Acting as an ambassador for WAVE.
- Maintaining confidentiality in all matters.
- Occasionally working flexibly beyond the remit and normal working hours of this post.
- Carrying out other tasks as are reasonably required to help the WAVE team deliver its aims.

**Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.**

## Person Specification

Criteria	Essential	Desirable
<b>Skills/Experience</b>		
Excellent planning, organisational and administrative skills	X	
Strong ability to process financial data and documentation	X	
Experience with bookkeeping practices and accounting systems	X	
Good knowledge of accounting terminology	X	
Good mathematical skills	X	
Excellent verbal and written communication skills	X	
Attention to detail and ability to detect inconsistencies	X	
Action-oriented approach to work and ability to use own initiative to solve issues	X	
Having a cooperative, reliable and flexible approach to team-work	X	
Excellent English language skills	X	
Good German language skills	X	
A creative mind with the ability to suggest improvements/developments	X	
Ability to work flexibly beyond the remit and normal working hours of the post occasionally as required	X	
<b>Experience/Knowledge</b>		
A minimum of two years working experience in administration and/or accounting	X	
Concluded education in office administration and/or accounting, bookkeeping, or related field		X
Excellent knowledge and use of Microsoft Office package in particular Excel and Word	X	
Experience of using accounting software packages		X
Experience of working in a busy office environment and under pressure of numerous (often competing) deadlines	X	
An understanding of violence against women, gender equality and feminism		X
Experience of working in a multi-national and multi-cultural environment		X