**Job Description - Administrator (21 hours per week)**

**Responsible and Accountable to:**

The Executive Director

**Job Outline:** The Administrator will be expected to:

* Provide administrative support to the Board, Executive Director and Co-ordinators of Befrienders Highland.
* To oversee cash-flow and accounting of daily income and expenditure.
* To deal with general enquiries from a range of sources.

**Duties:**

* Financial administrative duties including processing all payments; accurate data entry of invoices, income and payroll journal to bank reconciliation level; handling and reconciling petty cash; preparing budgets for funding applications; monitoring and producing funding reports for funders; maintaining accurate filing systems; banking, as required.
* General administrative duties including maintaining accurate and up to date files electronically; buying and ordering office and stationery supplies; designing and producing (content supplied) and posting newsletters; overseeing annual insurance renewal; dealing with mail, use of the database.
* Arranging and attending meetings as appropriate; organising catering, as required.
* Taking minutes of Board meetings (occasional evening work is required for Board meetings) and producing actions summary.
* Producing actions summary for Team meetings.
* Any other duties as agreed with the Executive Director.

**General Responsibilities**

* To act in ways which further the purposes of Befrienders Highland, including working effectively as part of a small team.
* To plan, prioritise and manage your workload.
* To understand and work in accordance with Befrienders Highland’s policies including but not limited to confidentiality, equal opportunities and health and safety.
* To maintain standards of good practice expected within the mental health field and the voluntary sector.

# PERSON SPECIFICATION

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| **Job Title:**  Administrator **Location:** Inverness/Home | | |
| Key Criteria | **Essential** | **Desirable** |
| **Work Experience** | * Minimum of 2 years’ experience of financial administrative work. | * Experience of working in the voluntary sector. * Experience of working as part of a small team. |
| **Qualifications and Training** | * Secondary Level – Higher Grade Standard (equivalent) or above. | * Financial/Administration qualifications. |
| **Skills and Abilities** | * Accurate, conscientious and methodical. * Ability to plan, prioritise and manage own time and workload. * Confident and excellent communication skills. | * Experience of taking accurate minutes of meetings. |
| **Technical Skills and Abilities** | * Proficient in Microsoft Office packages. * Good knowledge of Xero Accounting Software. * Numerate. | * Experience of graphic design * Experience of database use including Access |
| **Personal** | * Warm, genuine, positive approach to others. * Ability to maintain confidentiality at all times. * Ability to undertake evening work (estimate one evening meeting every six weeks). | * Meticulous eye for detail. * Ability to conduct oneself with sensitivity and empathy. |