



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

| Job Title: Administrator Location: Inverness/Home | | |
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| Key Criteria | Essential | Desirable |
| Work Experience | <ul style="list-style-type: none"> • Minimum of 2 years' experience of financial administrative work. | <ul style="list-style-type: none"> • Experience of working in the voluntary sector. • Experience of working as part of a small team. |
| Qualifications and Training | <ul style="list-style-type: none"> • Secondary Level – Higher Grade Standard (equivalent) or above. | <ul style="list-style-type: none"> • Financial/Administration qualifications. |
| Skills and Abilities | <ul style="list-style-type: none"> • Accurate, conscientious and methodical. • Ability to plan, prioritise and manage own time and workload. • Confident and excellent communication skills. | <ul style="list-style-type: none"> • Experience of taking accurate minutes of meetings. |
| Technical Skills and Abilities | <ul style="list-style-type: none"> • Proficient in Microsoft Office packages. • Good knowledge of Xero Accounting Software. • Numerate. | <ul style="list-style-type: none"> • Experience of graphic design • Experience of database use including Access |
| Personal | <ul style="list-style-type: none"> • 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). | <ul style="list-style-type: none"> • Meticulous eye for detail. • Ability to conduct oneself with sensitivity and empathy. |