

# West Lothian Financial Inclusion Network Job Description

**Job title:** Administrator/Book-keeper (fixed term to 31<sup>st</sup> December 2013)

**Responsible to:** Project Manager

**Hours per week:** 17.5 hours

**Salary:** £16,425 p.a. pro rata (£8,212 for 17.5 hours)

**Main purpose of the job:** To provide a professional, friendly and comprehensive administrative and book-keeping service supporting the work of the Project Manager.

The post holder will be responsible for the following tasks:

- Administration
  - To be responsible for all administrative tasks to include typing, scanning and photocopying; taking enquiries and requests and ensuring clear and full messages via phone, email or in person are relayed to the relevant manager or followed up as necessary.
  - Compose and produce letters, documents, briefing reports and presentations in a range of formats for approval and signature as requested by managers, or initialling on behalf of in their absence.
  - Collate and maintain statistical information using databases and spreadsheets with regard to all areas of managers' work.
  - Be responsible for updating areas of WLFIN's website with new information where required.
  - Devise and maintain office systems, organise and store paperwork, documents and computer based information. Maintain and develop filing systems and operational procedures for the secure retention of information relating to the managers' responsibilities and the retrieval of such information as required.
  - Organise and attend meetings, events and conferences where appropriate including booking rooms, arranging catering, preparing and circulating agendas and confidential minutes in a variety of formats (written, large print, audio etc). Taking minutes when required.
- Finance
  - Maintain day to day and monthly records for all financial transactions.
  - Data entry on the Sage accounting system and Excel.
  - Credit control and bank reconciliation.
  - Process cheques, invoices and petty cash.
  - Liaise with Project Manager to produce, monitor and maintain grant, project and management budgets.
  - In liaison with the Project Manager, monitor the Charity's overall financial position, update cash flow forecasts, prepare management reports for the Management Committee and submit financial reports to funders and others as required and annual accounts to the auditors.
  - One-to-one coaching to staff/volunteers of partner organisations on Sage accounting system
- Assisting the Project Manager in carrying out the following tasks:
  - Develop and improve formal and informal signposting and referral arrangements between organisations
  - Encourage other services in West Lothian to become active partners in WLFIN
  - Co-ordinate the running of seminars and in-depth training programmes to provide detailed information on partners' services to practitioners from other organisations
  - Produce monthly and quarterly reports to WLFIN management committee and funders
  - Maintain the WLFIN website, social networking sites and mailing list
  - Train, support and manage volunteers
- General
  - Work in accordance with the organisation's policies and procedures, including equal opportunities, health and safety, confidentiality and financial systems.
  - Work some evenings and weekends to ensure programme delivery and attend meetings and other functions as required, for which time off in lieu can be taken.
  - Carry out any other duties as may be determined from time to time by the WLFIN board which may be reasonably required of the post holder relevant to the main purpose of the post.
  - This job description will be reviewed annually and may be subject to change.

The post holder will be based at Office 2 Evans Business Centre, Easter Inch Court, Easter Inch Industrial Estate, Bathgate, West Lothian EH48 2FJ but will be expected to travel throughout West Lothian.

## **Person Specification**

### **Essential criteria**

#### **To be able to demonstrate:**

- Experienced in providing administrative and book-keeping support in a dynamic and demanding environment.
- Excellent customer service to both internal and external customers.
- Ability to handle a wide range of activities and prioritising these effectively.
- Meetings administration and effective minute taking skills.
- Ability to use initiative and make effective decisions.
- Enthusiastic approach and demonstrable commitment to using technology to bring about process and systems improvements.
- Ability to use a comprehensive range of IT software (Microsoft Office, Sage Accounting software and e-mail and internet applications) and the willingness to train in additional IT skills as and when required.
- Copy and report typing skills (typing speed minimum 50 words per minute).
- Accuracy and attention to detail, and the ability to work to tight timeframes.
- a good level of numeracy.
- Good written and proof reading skills.
- Tact, patience and diplomacy. Ability to maintain a sensitive and professional approach towards colleagues and service users, mindful of confidentiality and anti discriminatory practices.
- Empathy with WLFIN's aims, values and objectives.

### **Desirable criteria**

- Understanding of issues relating to WLFIN.
- Administrative/secretarial qualification.
- Book-keeping qualification.
- Database skills.
- Coaching skills.
- Experience of dealing with financial recording for European funding.