

## JOB DESCRIPTION

### Administration Officer



- Reports to:** FEL Finance & Administration Manager
- Salary:** £24,250 pro rata
- Hours:** 17.5 hours per week
- Contract Type:** Fixed Term initially until 31<sup>st</sup> March 2020, extension of contract subject to confirmation of additional funding
- Location:** FEL head office: Balallan House, 24 Allan Park, Stirling, FK8 2QG
- Application Deadline:** **Sunday 26<sup>th</sup> May 2019, Midnight**
- Interview Dates:** **Week Commencing 3<sup>rd</sup> June 2019**

#### Organisational Overview:

Forth Environment Link (FEL) is a Scottish environmental charity leading the way on connecting people and place. FEL supports more day to day journeys on foot or by bike; encourages more local food to be grown and eaten in our communities; and helps increase the lifespan of our everyday items.

The following commitments underpin our activity as an organisation:

**People first**- Investing in our team to ensure we can provide tailored support where it is needed most.

**Enabling** – Delivering activity in a way that is practical, easy to understand and accessible to everyone.

**Collaborative** - Ensuring we work in partnership to add value where we can.

**Innovative** - Testing and developing new ideas and being a catalyst for change.

**Passionate** – Demonstrating a love for the environment and our place within it in everything we do.

**Fair** – Working in a way that is inclusive and reflects the needs of the people and communities we work with.

Our strategic approach reflects our ambition as an organisation and recognises the role third sector will perform in delivering national outcomes at a local and regional level.

**Job Purpose:** The Administration Officer will work closely with the Finance & Administration Manager and Executive Director to ensure the smooth running of Forth Environment Link's financial, HR, facilities and administrative functions.

You will have experience of working within a dynamic and expanding organisation. A pro-active, flexible and adaptable approach will be essential as you support an organisation with people and communities at its heart.

You will have exceptional organisational skills with the ability to deliver effective and efficient administrative support as part of FEL's core team.

Alongside the Finance & Administration Manager, you will help to support and administer comprehensive corporate support function for the organisation, reflecting the ambitions the Board and Management team have for FEL's continued growth and long-term sustainability.

## **DUTIES AND RESPONSIBILITIES**

### **Financial**

- To support the day-to-day finances of FEL alongside the Finance & Administration Manager in accordance with FEL's standard finance procedures and key internal controls;
- To help maintain financial records, ensure accurate tracking of income & expenditure, and input accounting data into the accounting system with speed and accuracy;
- To support the Finance and Administration Manager to prepare all financial audit and accounting paperwork
- In consultation with the Finance and Administration Manager, ensure that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard FEL, its partners and funders.
- Identify and support fundraising opportunities, including the development of funding applications.
- Support the administration of all financial paperwork, including purchase orders, procurement, credit control, expense guidelines, and invoicing procedures, ensuring adherence to guidelines.
- Support the management and maintenance of FEL's asset register
- Support the management and maintenance of FELs supplier database

### **Human Resources**

- To provide HR support to the organisation, alongside the Finance & Administration Manager and Executive Director;
- Ensure consistent Human Resources Administration including personnel files, contracts, job descriptions, annual leave, toil and absence records;
- Support the creation and updating of staff policies, e.g. Health & Safety, Code of Conduct, Flexible working etc...
- Ensure that all HR matters and files are treated in the strictest confidence at all times
- Support the Finance & Administration Manager with all recruitment

### **ICT, Communications and Office Administration**

- Ensure consistent branding across all FEL communication channels, including publications;
- Ensure social media accounts are kept active with news updates alongside the Finance & Administration Manager and PR consultant;
- Ensure FEL's websites are kept up-to-date with news and accurate information;
- Ensure all contacts databases are maintained and reviewed regularly;
- In the absence of the Finance & Administration Manager monitor his/her e-mail and other correspondence and distribute it to staff for action as appropriate;
- Support with the creation and design of FEL publications

### **Facilities Management**

- Support facilities management across FEL premises.

- In the absence of the Finance & Administration Manager, liaise with key contractors, staff and tenants on facilities procedures
- Ensuring FEL premises are compliant with relevant Health & Safety legislation

## **QUALIFICATIONS**

- Educated to degree level or equivalent (D)
- Three years' experience in accounting, financial management, and administration (E)

## **KNOWLEDGE/EXPERTISE**

- Knowledge of the Community and Voluntary sectors (D)
- Knowledge and experience of human resources (E)
- Knowledge and experience of budget management (E)

## **SKILLS/ABILITIES**

- Excellent interpersonal skills (E)
- Excellent verbal and written communication and interpersonal skills (E)
- Good understanding of accounting processes and procedures (E)
- Good understanding of human resources and payroll (E)
- Use of Microsoft Office packages: Access; Word; Excel; Publisher and Outlook (E)
- Understanding of computer software programs and excellent IT knowledge and skills including networking, databases, email etc. (E)
- Understanding of and ability to develop and work with policies and procedures of an organisation (E)
- Experience of using website content management systems (D)
- Proven office organisational and file management skills, strong ability to multi task (E)
- An ability to prioritise, plan and organise work in a busy environment (E)
- Willingness to work flexibly in response to changing organisational requirements (E)
- Excellent organisational and planning skills (E)
- Able to work under own initiative and as part of a team (E)
- Able to deliver outcomes within a timeframe (E)
- An understanding of health and safety issues in the workplace (D)
- Ability to promote services using a range of tools including web-based (E)
- Experience of reporting to a Board (D)
- Awareness of the provisions of the General Data Protection Regulation and be able to apply these within the organisation (D)

## **PERSONAL ATTRIBUTES**

- Enthusiasm and commitment (E)
- Problem solver with a hands on approach (E)
- Flexibility (E)
- Energetic and proactive (E)
- Creative thinking and foresight (E)

E = Essential

D = Desirable

