



JOB TITLE: Trust Admin (P/T 3 days per week)

RESPONSIBLE TO: Chief Executive and Chairman

LIASON WITH: Trustees, Staff, Auditors, Stakeholders

SALARY: Admin £27,998 - £29,583 per annum (pro rata)

LOCATION: OATS Office, Bridge of Allan

THE POST:

This is a key post within OATS, providing Admin support to the Chief Executive, Chairman and staff, providing financial administration, assisting with external grant claims, liaison with stakeholders, affiliates, donors and public, and general office admin within the new OATS office in Bridge Of Allan. This is a good opportunity for an admin to come in and really shape the new office and grow within a small and progressive conservation Trust with national reach.

AREAS OF RESPONSIBILITY:

1. Support the work of the Board, Chairman and CEO in governance. This will include organising and minuting Board and other meetings, liaison with Trustees, and development of the OATS Induction Pack.
2. Support the staff with day-to-day administrative tasks including timesheets, HR forms, pension/payroll queries and ppe.
3. Implement financial processes of the Trust, processing payments, expense claims and invoices, bookkeeping - reconciliation of bank to Xero, processing VAT payments/claims, preparation of payroll information, and administration of bank accounts.
4. Issuing car park permits, maintain database of permit holders and administer car park finance including monthly/annual reconciliation and ensuring rents are paid, supplier accounts maintained and invoicing and payments run effectively and smoothly.
5. Work with CEO in preparation of basic Management Accounts – budget versus spend and company cash flow, and work with auditors in preparation of financial information for end of year accounts

6. Compile financial information into external grant claims with relevant projects staff.
7. First point of contact with Stakeholders including volunteers, donors, public bodies, communities, grant bodies and landowners
8. Maintain database of contacts, volunteers, donors, affiliate members, car park/season ticket holders, donors and other contacts.

Person Specification

Required Skills and Qualifications:

- Strong organisational and follow through skills – needs to possess the ability to prioritise and meet deadlines; simultaneously work on and manage multiple tasks/projects, while working in a fast-paced environment
- Financial experience of processing payments, invoices, expenses, prep of payroll info, VAT returns, reconciliation of bank to books
- Excellent oral and written communication skills, with the proven ability to develop positive working relations with a range of stakeholders
- Self-motivated with a work ethic that recognises the importance of punctuality and initiative; detail oriented; and resourceful
- Relevant professional qualification/experience in book-keeping/finance administration whilst not essential would be advantageous

HOURS OF WORK:

24 hours per week, excluding breaks, with hours per week mostly between 0900 – 1700. However, it is recognised that post holder will be required to work out of normal hours on a number of occasions and time off in lieu of payment will be provided for this. There is flexibility on work patterns to suit individual needs in agreement with the Chief Executive

ANNUAL LEAVE:

This post includes 34 days per year (pro rata) annual leave, including all public holidays.

Pension

A contributory pension is available.

Applications to be sent to dougie@outdooracesstrustforscotland.org.uk by no later than midday on Monday 25th July 2022