



Job Description

POST TITLE:	Bookkeeping and Administrative Assistant
LOCATION:	The Bank, 84 Main Street, Neilston G78 3EA
RESPONSIBLE TO:	Operations Manager
HOURS:	28/week
SALARY:	£20,153 pro rata
CONTRACT:	Fixed term until Mar 2020, at which point a role review will be carried out

OVERALL PURPOSE OF ROLE:

Role description:

The Neilston Development Trust is looking for a Bookkeeping and Administrative Assistant to ensure efficient systems and support in its office. The role is part-time. The successful candidate will work closely with the Operations Manager to provide bookkeeping and administrative support throughout many aspects of our work. A large part of this role will be bookkeeping work so the successful applicant will need to be comfortable working with numbers.

Key Tasks

- Undertaking routine administrative tasks as necessary to the smooth running of the NDT office
- Recording transactions, processing and issuing invoices/remittances
- Data inputting
- Support preparing Annual Accounts
- Banking
- Providing financial information for grant application or claim forms
- Facility maintenance admin
- Arranging meetings
- General diary management
- Membership maintenance
- Administrative support for governance meetings, assisting in the preparation and circulation of material for meetings and general administrative support for the Board
- Minute taking

- Office maintenance tasks such as ordering office supplies, filing and IT support
- Support for data protection maintenance and procedure implementation across the organisation in line with relevant legislation
- General support for all aspects of the Trust's work

The list of tasks is not an exclusive one and duties may be varied from time to time. This Role Description is subject to regular review.

Preferred Skills, aptitudes and experience

- Relevant experience and/or qualification
- Organised, reliable, punctual
- Computer fluency, including key Microsoft applications (Word, Excel,) with experience of Sage and intermediate/advanced knowledge of Excel desirable
- Comfortable working with figures
- Able to prioritise and accomplish tasks efficiently
- Proven ability to multi-task and react quickly in a fast-paced work environment
- Good communication skills, both written and verbal
- Good interpersonal skills
- Comfortable working independently

Support:

You will be line managed and supported by the Trust's Operations Manager, whom you should approach for support, advice and questions regarding your role.

During regular reviews of your post, you will be given the opportunity to identify areas in which you feel further training and support would enable you to better carry out your role and boost your personal and professional development. The Operations Manager may also request you to undertake specific training (funded by the Trust) to help you carry out your role.