

**Job Description and Person Specification**

**Post: Administration and Finance Officer**

Job Title: Administration and Finance Officer

Reports to: Community Projects Coordinator and the Development Trust Treasurer

Responsible for: administrative and financial duties

Location: Cupar

Hours of Work: 24 hours per week

Salary: £11,450

Holidays: 10 days of annual leave and 10 of public holidays

Contract: Temporary (to March 2020)

**Job Description:**

The Administration and Finance Officer, who will be employed by Cupar Development Trust (CDT), will support the development and operation of the community-led projects. This is a new part-time post and involves establishing, coordinating and implementing appropriate communications, administrative and financial systems.

**Main Responsibilities:**

The post-holder will:

1 Provide an effective administration service to project stakeholders including the preparation and circulation of projects news

2 Maintain accurate financial, assets and personnel records including volunteer data

3 Process supplier invoices for projects

4 Be responsible for inputting financial data

5 Prepare financial reports and returns as required for the meetings of the Project Sponsors, the Board of CDT and for external funders

6 Maintain accurate records of project activities and their involvement of staff, consultants and volunteers

7 Support the Community Projects Coordinator in relevant activities related to project outcomes

8 Attend meetings and take minutes of CDT Board and project-related meetings (day or evening) as required.

9 Undertake any other duties as may be reasonably required by the Community Projects Coordinator and the Trust Treasurer.

**Person Specification:**

**Essential/Desirable Experience & Skills**

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| **Essential** | **How/When** |
| Experience of administrative software packages, Windows/Excel | references/interview |
| Experience of financial accounting and reporting | references/interview |
| Ability to take accurate minutes | references/interview |
| Be organised | interview |
| Ability to prioritise workload | interview |
| Ability to work over several teams | interview |
| **Desirable** |  |
| Experience of working with volunteers | interview |



**About Cupar Development Trust, the Cupar Town Interpretive Plan and the Community-led Projects**

**Cupar Development Trust** is a not-for-profit organization working in partnerships with local organizations in the historic town of Cupar to initiate and support community-based projects which will secure long-term social, economic and environmental benefits for the town. The Trust provides a lead and coordinating role in community-led project development, funding and delivery including the provision of administrative and financial control. The successful applicants will be employed by the Trust.

**The Cupar Town Interpretive Plan**: In association with other local partners, the Trust commissioned the preparation of the Cupar Town Interpretive Plan to make more of Cupar’s rich heritage as assets in promoting the town economically and socially going forward. The Plan provides a practical working guide which is being used to identify Cupar as a vibrant place that is firmly rooted in its heritage and its people and making the most of its potential.

**The Three Community-led Projects:** The Interpretive Plan identifies the ways by which Cupar can re-position as a 21st century destination. The emphasis is upon the Cupar community taking the lead in implementing the ideas described in the Plan of the activity required. We help create Digital Cupar as a strong digital identify; for Cupar to be known as an (exceptionally) good place to grow up and put down roots; and, to be viewed as a town with character, which is creative and has commercial vitality, and cares for all. This guiding vision has shaped the three community-led projects which will be developed and supported by the staff forming the Cupar LEADER team.

The Cupar LEADER team will recruit and support volunteers to:

* establish the Cupar Digital Archive holding images and information about Cupar’s special places, people and events
* build up a digital calendar of past and present events and venues and help promote Cupar via social media and improved websites
* organize a new summer event for families
* create the ‘Digital Cupar’ as an accessible resource for integrating heritage with place marketing

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