**Rape and Sexual Abuse Service Highland (RASASH)**

**Job Description: Finance & Admin Worker**

**Job Title**:​​ Administration & Finance Worker

**Salary**: £12,921 per annum (£21,534 FTE – salary is pro rata for 21 hours of a 35 hour FTE post)

**Hours**:​​​ 21 hours per week occasional evenings (Trustees meet in the evening every 6 weeks).

**Length of Appointment:** This is a permanent post, although like all 3rd sector posts, it is subject to continued funding.

**Annual leave**: Pro rata of FTE equivalent of ​30 days annual leave and 12 days public holidays

**Pension Entitlement**: ​An employer’s contribution of 6% is payable.​

**Responsible To**:​​ RASASH Manager

**Based:** RASASH Premises in Inverness

**Purpose of post:** To be responsible for the finance and general administrative functions of RASASH.

**SUMMARY OF MAIN RESPONSIBILITIES AND ACTIVITIES**

**Financial administration**

• To carry out all financial administration duties for RASASH, including data input (we use SAGE), payment of invoices and drafting of regular financial reports in consultation with the RASASH Manager and the RASASH Treasurer
• To administer the petty cash system
• To maintain payroll facilities

• To prepare for yearly financial audit and liaise with auditors

* To prepare financial information for funding applications and funding returns
* To prepare budgets and other financial information for Trustee meetings and for the
* Manager as part of general financial management

**Office administration**

* To develop and maintain appropriate office systems
* Order necessary supplies and equipment for RASASH
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* To maintain inventories of equipment and stock as appropriate
* To provide administrative back-up for information mailings
* To carry out word processing of correspondence, minutes, reports etc
* To maintain databases and update as required
* To handle incoming and outgoing mail, photocopying, telephone and fax duties and filing
* To carry out administrative tasks relating to meetings of the RASASH Board of Trustees i.e. co-ordinate the distribution of agendas and relevant papers, take and disseminate minutes of meetings

**Accountability/ Supervision**
• To attend staff/management/supervision meetings as required
• To attend training as required
• To work as a team with other RASASH employees
• To contribute to the development of and adhere to RASASH policies and procedures (e.g. confidentiality, equal opportunities etc)

**Equalities**

* To work in accordance with RASASH policy on Equal Opportunities.
* To strive at all times to promote inclusive and anti-discriminatory practice across all aspects of the service

**Accountability and supervision**

* To attend individual supervision, team meetings and practice development meetings.
* To attend ongoing training as required.
* To contribute positively to the overall work and aims of RASASH.
* Contribute to the development of and adhere to the RASASH policies and procedures.

**Team working and communication**

* To work as part of a team.

**Other**

* To ensure that all activities comply with current legislation (including child protection, adult support and protection and health and safety) and with organisational policies and procedures.
* Flexibility in working hours

***Support to Survivors (not a core component of role and dependant on candidate)***

* *Following full training, provide support line cover, providing telephone, text and email support to survivors, completing referral forms and signposting where appropriate*

The above is not an exhaustive list of all responsibilities and tasks and from time to time the postholder may be asked to undertake other duties in line with the general thrust of this job description.