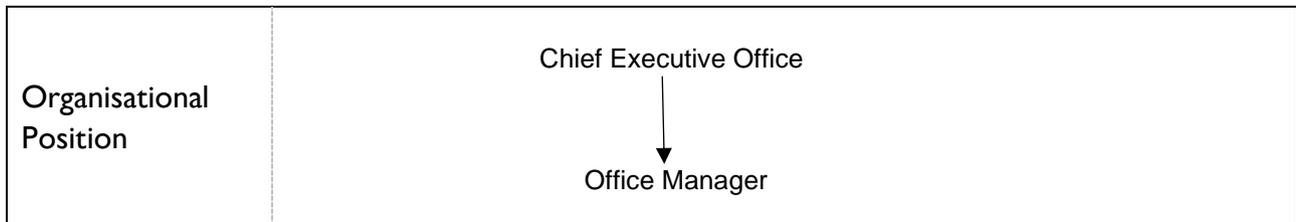


## Job Description

Job Title	<b>Business Administrator</b>	<b>Hours: 21</b>	<b>Salary: £24,370 (pro rata)</b>
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Core Purpose of Job	<p>Play an active role in the strategic development of Rowan Alba as a member of the Senior Management Team –</p> <ul style="list-style-type: none"> <li>• Proficient in taking minutes and distribution of actions at SMT and Board levels.</li> <li>• Preparation of Board and collation of board papers.</li> <li>• Implement the Business Plan with the rest of the Senior Management Team</li> <li>• Maintain and develop existing organisational and administrative systems</li> <li>• Main lead on Sharepoint development and maintenance.</li> <li>• Ensure annual insurance is up to date and meets the needs and any changes to programme delivery.</li> <li>• Manage relationship and leases with the landlord.</li> <li>• Ensure all policies are up to date, maintained and implemented.</li> <li>• Manage Health &amp; Safety and carry out risk assessments.</li> <li>• Manage the office space, equipment and IT systems.</li> </ul> <p><b>CEO &amp; Board</b></p> <ul style="list-style-type: none"> <li>• Organise board meetings and communicate with board directors</li> <li>• Prepare, collate and circulate Board papers.</li> <li>• Support the CEO in building a positive and productive workplace.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Manage external payroll provider.</li> <li>• Liaise with company accountant on the process and payment of invoices.</li> <li>• Work with the company accountants to prepare the year end accounts and assist with audit requests.</li> </ul> <p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>• Bank and thank income.</li> <li>• Support the organisation with key fundraising applications, events and/or relationships Programme Delivery.</li> </ul> <p><b>Service Support</b></p> <ul style="list-style-type: none"> <li>• Ensure all Safeguarding processes adhered to and all relevant training for staff is up to date, including regular check-ins, Support &amp; Supervision sessions, Annual Appraisals.</li> <li>• Ensure all HR procedures, policies, handbooks are adhered to and up to date.</li> <li>• Recruitment and induction support.</li> <li>• Maintain employee information on HR system</li> <li>• Work with HR advisor when required</li> </ul>
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<b>Authority Levels</b>	
<b>Financial and tangible resources</b>	<ul style="list-style-type: none"> <li>• Access to Petty Cash for minor purchases and end of month balancing.</li> <li>• Online ordering of essential equipment and supplies. Seek authorization for purchases over agreed limits.</li> <li>• Research, recommend and negotiate external contracts relevant to the organisation's needs, growth and development.</li> <li>• Access to Annual Financial Statements for the purposes of their inclusion in fundraising letters to potential donors.</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• Engage with all staff for the purposes of maintaining contact, contract, safety, security and fundraising matters.</li> <li>• Implement Rowan Alba's employment policies within the limits set in procedures. This includes recruitment, selection and induction of staff you have line management responsibility for.</li> </ul>

<b>Accountability</b>	
<b>Freedom to Act</b>	<ul style="list-style-type: none"> <li>• You have autonomy to identify your own work priorities within the framework of the Rowan Alba strategic plan.</li> <li>• You draw on your experience and knowledge in providing management, supervision, and guidance to staff you manage.</li> <li>• The CEO as your line manager provides you with the support to do your job and formal supervision</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• You keep up to date with relevant health and safety and data protection developments, to help manage any related risk.</li> <li>• General risk assessment - analysing potential risks in carrying out tasks, as well as contributing to identifying, describing and estimating the risks affecting the organisation.</li> <li>• Manage GDPR archival, retrieval and destruction on an ongoing basis.</li> </ul>
<b>Level of problem-solving required</b>	<ul style="list-style-type: none"> <li>• Day-to-day problem-solving skills relating to your duties and to general matters arising in the office environment.</li> <li>• You regularly apply creative or adaptive thinking to develop imaginative new approaches or solutions.</li> </ul>

Communication	
Subject complexity and expertise	<ul style="list-style-type: none"> <li>• Understand the importance of good and clear communication and practice good communication methods on a daily basis and in a timely manner</li> <li>• Understand and interpret a wide range of documents, including a broad range of policy documents and draft legislation, to assess their relevance and impact on RA's work.</li> </ul>
Contact inside the organisation	<ul style="list-style-type: none"> <li>• Support as required to the CEO, Management and Board.</li> <li>• Keep the management and team fully apprised of any factors that would be detrimental to their work efforts/plans and the remedial action being taken</li> <li>• Give sound and persuasive advice to staff you manage and the wider team on issues relating to your role, challenge existing ways of working and help develop organisational strategies to meet changing needs.</li> </ul>
Contact outside the organisation	<ul style="list-style-type: none"> <li>• You will liaise on a regular basis with external key contacts</li> </ul>

## Person Specification

Experience	
Essential	<ul style="list-style-type: none"><li>• A proven track record of administrative experience</li><li>• Experience of working with a range of software packages (including SAGE)</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Experience of working in the voluntary sector and of service delivery</li><li>• Experience of HR administration</li><li>• Organisation of board required documents and minute taking.</li></ul>

Knowledge and understanding	
Essential	<ul style="list-style-type: none"><li>• Demonstrable knowledge of a range of software packages including Microsoft packages</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Knowledge of website management systems</li></ul>

Skills, education, qualifications	
Essential	<ul style="list-style-type: none"><li>• Proven record in office management role</li><li>• Strong interpersonal, written and oral communication skills</li><li>• Excellent organisational and time management skills</li><li>• Excellent IT skills</li></ul>

Other essential requirements	
Essential	<ul style="list-style-type: none"><li>• Highly Organised and Methodical</li><li>• Non-judgemental &amp; accepting</li><li>• Dynamic and engages well with people</li><li>• Ability to plan and manage work effectively and deal with competing priorities</li><li>• Ability to work as part of a team and on own initiative</li><li>• Ability to liaise well and delegate tasks</li><li>• Incorporate equalities issues within your work</li><li>• A positive thinker and creative problem solver</li></ul>