

**Finance & Administration Manager – Job Description**

**Your place of work:** FetLor Youth Club, 122 Crewe Road South, Edinburgh

**Who you report to:** The post reports to the Director. The post has, at present, no first line reports. As the Club grows the post holder may be given responsibility for one member of staff.

**What are the functions of your role:**

To develop and provide an Administration/Financial service to the Club which may include:

* the upkeep of systems, documentation and issues including, but not limited to Microsoft Office, SAGE and Pensions information.
* Supporting staff with administration tasks and issues.
* Preparing reports for the use of the Director, the Board of Trustees and Staff including, but not limited to statistical information, building maintenance as well as SAGE, invoicing and financial reports.
* Alongside the Director – ensure the financial reconciliation and incomes postings are up to date as well as payments/bills for other services.
* Manage bookings relating to the use of the building and ensure tenants are admitted and rooms set up
* Facilitate access for a range of contractors and agents requiring access to the building for maintenance purposes.
* Support the Director in fundraising activities including meeting with donors and supporting income generation.

**Your principal tasks are:**

* To bring a cheerful and welcoming attitude and outlook to the role.
* To provide a Finance/Administrative service to the Director, Board of Trustees and any others as directed by the Director.
* To manage the upkeep and repair of the building through contact with contractors and undertaking weekly property checks including kitchen checks and fire alarm tests
* To manage bookings for the building, liaising with partners and tenants. Ensure rooms booked by partners are prepared for use
* Develop supportive relationships with donors, sponsors and others who may offer support to the Club.
* To organise and attend quarterly board and any other meetings as required. Support those meetings through the distribution of papers and agendas, take and distribute minutes, order catering, if required.
* To be the first point of contact for FetLor Youth Club during contracted hours
* To manage various FetLor Youth Club email addresses and update our website.
* To maintain, review and develop the current administrative systems, operating those on a day-to-day basis, including but not limited to, the filing systems - both computerised and paper, database systems etc.
* To maintain and report on the service's financial spreadsheets (SAGE/EXCEL) and the service’s records and databases - to inform and update the Director and Board on levels of income and expenditure and current service figures/trends/usage. This will include uploading salary and pensions data, quarterly reporting, keeping record of invoice, reconciliation and general bookkeeping duties.
* To organise, order and maintain stationery, resources and office supplies.
* To maintain the appearance and upkeep of the offices with assistance from other staff.
* Maintain personnel records for other staff members
* Any other reasonable duties, as requested by the Director or, in their absence, the Board of Trustees.

**What you’re responsible for:**

The postholder will be responsible for day-to-day decisions on the maintenance and smooth running of the administration of FetLor Youth Club - as agreed with the Director. The postholder will decide on the best ways to optimise the efficiency and effectiveness of the admin service and financial systems. The postholder will also participate in a team approach to service planning and operational matters and support other members of staff with administrative issues.

The postholder is expected to maintain their own diary and work in a self-management style prioritising their own workload dependent on the needs of the Club.

**The hours you work:** 18 hours per week – to be spread over 4 days from 0830 to 1300 each day.

 FetLor Youth Club operate a Time-Off-In-Lieu (TOIL) system for staff working overtime.

**Annual leave:** 28 days per year, plus 8 public holidays (all staff are required, where appropriate, to take Christmas Day, Boxing Day and January 1st off as public holidays)

**Pension arrangements:** FetLor Youth Club operates a Workplace (NEST) Pension Scheme.

**Conditions of employment:**

The postholder is expected to support the aims and work of FetLor Youth Club.

This job description works alongside our Employee Handbook as well as our Code of Behaviour.

**Salary:** £23 000 per annum based on a full-time working week of 37.5 hours. The salary for this post will be pro-rated to 18 hours.

**Induction and Probation:** There will be an initial probationary period of 6 months, followed by a review.

A full induction will be offered including child protection training

**Supervision & Support** Regular formal and informal supervision and support will be provided by the Director.

The post holder will be supported through regular one to one meetings, as well as 6 monthly and annual appraisals.