

## **Administration Assistant and Bookkeeper: Candidate Pack**

**Job Title:** Administration Assistant and Bookkeeper

**Place of Work:** The Whitehouse, Craigmillar (some local travel may be required)

**Pay:** Pro rata £22,798 - £25,045 per annum

**Working Pattern:** Part time (21 hours)

**Reports to:** Trust Manager

### **About the Community Alliance Trust:**

Community Alliance Trust (CAT) is a development trust, and is a non-profit distributing organisation to develop community assets and new social enterprise initiatives in the Greater Craigmillar area and improve the quality of life of the people who live here.

### **Job Summary and Purpose:**

We are seeking to appoint a well-organised, self-motivated, and flexible professional, with strong administrative and bookkeeping skills, to assist and support the Trust Manager with a broad range of administrative and financial duties and to support colleagues across the wider organisation. The post-holder will be responsible for ensuring transparent and efficient office administration and bookkeeping activities contributing to CAT's overall objectives.

### **Job Description:**

The Administration and Bookkeeping assistant is responsible for the following:

- General administration and office duties at the CAT office including, Typing, filing and preparing documents and correspondence as required, Photocopying and scanning documents
- Providing administrative support for the staff team and Trust Manager

- Carrying out all book-keeping activities, updating spreadsheets and financial databases
- Preparing and processing authorised payment of invoices and expense claims
- Recording all financial transactions
- Ensuring Purchase Order system is properly applied
- Assisting the Trust Manager with funding applications and reports
- Carrying out any other financial work as delegated by the Trust Manager

This is not an exhaustive list as we recognise that roles and responsibilities evolve over time.

**Person specification:**

Essential	Desirable
Well organised with a 'can do' attitude	Experience of small office working
ICT literate, including using cloud based financial and banking systems	Qualification in (or working towards) business management
Experience of Bookkeeping and reporting in a professional capacity	Knowledge of the Greater Craigmillar community
Meticulous attention to detail	Good communication and people skills

**Training And Development:**

The postholder will be given the opportunity to develop professional interests within the limits of time and resources available and in accordance with furthering the aims of the organisation.

**To Apply:**

Please send a cover letter along with your CV detailing how you meet the person specification to: [Cris@communityalliancetrust.org.uk](mailto:Cris@communityalliancetrust.org.uk) by 5pm on Friday 30th September 2022.