



The Wildlife Information Centre

Job Description

Job Title:	Business Administrator
Location:	Hybrid working, offices based at Vogrie Country Park, near Gorebridge, Midlothian, Scotland
Responsible to:	Centre Manager and, where relevant, the TWIC Board of Directors
Responsible for:	Financial and office matters

Background

The Wildlife Information Centre (TWIC) is an environmental charity with an established reputation for excellence in the provision of biodiversity data within south-east and part of central Scotland. With 3.3 FTE staff, TWIC currently holds 3.6 million species records as well as extensive habitats and designated sites information. Data services are provided to a range of public and private clients and charities to inform conservation, land management and environmental decision making. Our programme of events supports new and existing recorders and stimulates interest in biological recording amongst the wider public.

This is an excellent opportunity for a positive, proactive candidate to join a small friendly team and be involved in the development of the charity. You will be responsible for finance, customer liaison and office management. This role is suitable for someone who takes pride in what they do, who is meticulous and well organised and looking to put their own stamp on the role. Excellent communication skills, organisation and previous experience of bookkeeping are essential. Previous experience of using Quickbooks and customer management would be a distinct advantage.

Purpose of the job

You will be responsible for office and customer management, along with a variety of key financial and administrative tasks that will ensure the smooth and efficient running of the organisation.

Main Responsibilities

Financial and Customer Management

1. Prepare and monitor the annual budget with support from TWIC Centre Manager and board. Prepare monthly financial reports, including the reconciling of monthly bank statements.
2. Carry out day-to-day financial transactions including raising invoices, paying bills (including staff salaries, expenses, PAYE and VAT), managing petty cash and identifying and chasing debtors.
3. Carry out bookkeeping through QuickBooks and keep necessary financial records.
4. Liaise with the accountants on bookkeeping, the annual accounts, PAYE and VAT returns.
5. Prepare the annual grant application and quarterly grant claims to NatureScot.
6. Manage TWIC's Service Level Agreements with Local Authorities, including preparing reports and organising meetings.
7. Coordinate the annual Funder's meeting with Local Authorities and NatureScot, with support from the TWIC Directors.
8. Manage other customer contracts as necessary, including supporting the preparation of tenders, negotiations, and grant applications.

Office Management

1. Coordinate regular board meetings, including preparing agendas, reports on work undertaken, financial reports and preparing minutes.
2. Coordinate the AGM and any EGMs, including preparation of the agenda, minutes, Chair's report and liaise with the accountants on the preparation of the Annual Accounts. Take minutes and distribute to members.
3. Sort incoming post and filing.
4. Oversee the maintenance of office equipment, consumables, contracts and services (telephones, cleaner, licences and insurance).
5. Ensure Health and Safety adherence and office security.
6. Ensure compliance with the UK General Data Protection Regulations (UK GDPR) and related regulations.

Other

1. Supporting marketing and business opportunities as opportunities arise, including assisting with updating the Business Plan.
2. Supporting the TWIC Conferences and public engagement events.
3. Carry out any other tasks required to contribute to TWIC's effective operation.

Person Specification

The post holder will be well organised and approachable and have previous experience of bookkeeping. They may have previous experience of office management and working for a charity. Existing knowledge of Quickbooks or similar accounting package will be a distinct advantage.

The post holder will need to have some or all of the following experience, skills and aptitudes. Those marked (E) are essential, whereas those marked (D) are desirable.

Skills and Experience

- Experience of using QuickBooks or similar accounting package (E)
- Organised approach to work and excellent time management skills (E)
- Excellent verbal and written communication skills (E)
- Use Microsoft Office suite programmes effectively and efficiently, particularly Word, Excel, Outlook and Teams (E)
- Experience of office management (D)
- Experience of writing grant applications (D)
- Experience of working for a small charity (D)

Knowledge

- Knowledge of bookkeeping (E)
- Knowledge of relevant health and safety legislation (D)

Personal Qualities

- A mature and professional approach to work and the ability to work effectively under pressure (E)
- Approachable and problem-solving attitude (E)
- Ability to work well on own initiative and as part of a small team (E)
- An interest in nature conservation and the environment (D)