

## **Administration and Finance Assistant**

### **Job title: Administration and Finance Assistant**

**Place of work:** Hybrid, with time split flexibly between our office space at the University of Stirling and working from home. Some travel to in-person meetings and to visit projects across Central Scotland will be required.

**Hours per week:** 25 hours / week

**Hourly rate of pay:** £19,760 pro rata plus 5% pension contribution.

**Responsible to:** Operations Manager.

**The package:** 28 days AL pro rata plus 9 bank holidays pro rata. Access to comprehensive Employee Assistance Programme. Generous sick leave package.

**Purpose of the post:** The purpose of this role is to support the Paws for Progress team in the smooth running of the organisation. You will be responsible for a variety of administrative support functions and tasks relating to finance.

Flexibility, the ability to adapt, good problem-solving skills, confidence working independently and a willingness to learn are essential for this role. The post holder will also undertake other duties as determined by the developing nature of the organisation.

### **Key duties and responsibilities:**

- General office administration, co-ordination of schedules and meetings online and in person
- Dealing with general customer queries, answering emails, phone calls and social media enquiries, delegating to the most appropriate staff member as required.
- Basic Finance tasks- allocating payments to invoices, issuing invoices, banking cheques, inputting income and expenditure, filing financial records.
- Assist in preparing content for external communications, such as through social media accounts, newsletters, and maintaining the website.
- Attending Board, staff, and workstream meetings to take minutes, including evening meetings.
- Supporting the Board in meeting their aims through the Board sub-groups.
- Assisting in the research and preparation of routine reports for funders and

partnering organisations.

- Support the team in all aspect of project and operational delivery, including supporting the development and editing of learning materials used for service delivery.
- Additional duties as determined by the developing nature of the organisation.

### **Person specification:**

#### **Experience, knowledge and skills**

- Excellent attention to detail
- The ability to work independently and as part of a team
- Good written communication skills
- Able to use own initiative, recognising when to seek further advice or support
- Able to manage time and prioritise workload
- Competent IT skills, including Microsoft Teams, and Microsoft office
- Strong literacy, numeracy and IT skills
- Experience of office administration and basic finance tasks
- Experience using accounting software, such as Quickbooks, would be beneficial

#### **Personal qualities**

- Positive and flexible approach to work
- Reliable and trustworthy with confidential information
- Willingness to undertake additional training appropriate to the position
- Willingness to adhere to all relevant policies and procedures
- Committed to promoting the ethos and aims of Paws for Progress CIC

#### **PVG and Child Protection requirements**

The successful candidate must agree to appropriate checks under the Protection of Vulnerable Groups (PVG) scheme in Scotland.