



## Tap into IT Where You Are Ltd

Scottish Charity Number SC047766

**Job Title: Administrator (Part-time)**

**Salary: £27,633 pro-rata : £14.36 per hour)**

**Contract: 7.5 hours per week with a review after 3 months**

### Job Purpose

To undertake administrative, financial and secretarial duties to support the work of Tap into IT.

### Post Competencies

The Administrator will demonstrate:

- skills in communication
- good interpersonal skills and ability to work with people from a variety of cultural and social backgrounds
- knowledge and experience of office administration
- knowledge and experience of finance
- knowledge of committee operation
- ability to work on own initiative
- ability to prioritise work
- IT literate

### Key Responsibilities and Duties

Support the efficient operation of Tap into IT organisation in the following ways:

#### Financial duties:

- maintain an overview of Tap into IT's financial position, operating the budget and maintain records in respect of income and expenditure, partnership funding, and grant applications
- prepare financial statements for the Board
- undertake monthly bank reconciliations
- be responsible for overseeing day to day income and expenditure
- process monthly salaries, wages, and returns to the inland revenue using Payroll software
- make arrangements for payment of out of pocket expenses
- liaise with the Accountant in the preparation of company accounts
- assist as required with the financial preparation of grant and funding applications
- processing payments of invoices and subscriptions

#### Administrative duties:

- support Board by production /presentation of papers as required
- keep all personnel records, including staff leave, absence and sickness records
- responsible for maintaining financial and personnel files and databases
- administer volunteer recruitment process

### **Marketing and Promotion**

Assist in the promotion and marketing Tap into IT services across the Edinburgh Council area.

- update information on external websites as required

### **Protection of Vulnerable Groups Scheme Processing**

The Administrator will assist Group Facilitators in checking documentation for volunteers prior to submission for PVG scheme membership.

### **General:**

- provide advice on organisational matters
- liaise with Board Members and Executive Director, Staff and Volunteers in the various aspects of the work, attending meetings as required

### **Accountability:**

The Administrator will report to the Executive Director  
There will be an annual job review.

### **Communications and Contacts**

The Administrator will have direct contact with the volunteers and staff of Tap into IT.

There will be regular contact with:

- Partner organisations
- other voluntary organisations
- members of the public
- external agencies
- New Customers