**Senior Office Administrator**

**Job Description**

Job title: Senior Administrator

Location: Edward House,199 Sauchiehall Street (hybrid)

Glasgow, G2 3EX

Salary: £ 25,555 pro rata

Hours: 25 hrs per week

Responsible to: CEO

Closing date: **Friday 16th August 2024, Interviews 9th September 24**

Job overview

You will work closely with the CEO and Co-ordinator team as well as daily input to finance team. You will oversee the smooth running of existing systems and processes, ensuring effectiveness and efficiency. You will support the development of our CRM system, including preparation of data as well as project management support.

You will have experience in prioritising workload of others, strong administrations skills, database management and reporting, and using Microsoft Office suite and other IT packages. Excellent attention to detail, strong customer service and problem-solving skills are also required to thrive in this role.

As this role will be carried out on a blended homeworking basis, we are looking for someone who can work independently and quickly develop strong working relationships, as well as having excellent organisational and time management skills.

This role is for 12 months (probations 6 months) and will continue dependent on funding.

About Parent Network Scotland

Parent Network Scotland is a charity supporting parents and guardians to gain skills, tools, and confidence to raise confident children, including those who are struggling, to overcome barriers to realise their potential. Our strengths lie in the trust and relationships we forge, our developmental approach and in harnessing the transformational benefit of education through peer-to-peer support.

We actively support parents and carers by recognising their contribution and role in supporting children who flourish, recognising their strengths, equipping them with essential tools, techniques, and networks. At Parent Network Scotland we believe that parents and carers are often an untapped resource in building child(s) resilience, toolkits, skills, and confidence to flourish through to adulthood.

The role of Senior Administrator is key to the governance, stability, and future growth strategy, as such, you will be responsible to the CEO and Parent Network Scotland Board for providing administrative and financial tasks as follows:

Duties & Responsibilities

Administration

Key responsibilities:

* Working closely with the Co-ordinator team to ensure timely capture and input of data including registrations, interest forms and evaluations via facilitators.
* Supporting team with administrative tasks and arranging courses and online sessions for the Scottish Parent Academy.
* Manage waiting lists and liaise with Co-ordinators register for courses.
* Manage team calendars and set team meetings as appropriate
* Supporting team to prepare and distribute mailing lists including questionnaires, vouchers, event invites and celebration certificates.
* Supporting team to update Website/Facebook/Twitter accounts with daily news.
* Supporting Co-ordinators and Facilitators to gather information for the quarterly newsletter and proofread prior to distribution.
* Ensuring first class customer care as the first point of contact including digital, telephone /e-mail/website enquiries.
* Undertake other reasonable duties in keeping with post spinal point

Financial

Supporting Parent Network Scotland’s robust fiscal management system, QuickBooks by:

* Meeting with CEO and setting budgets, discuss monthly accounts and discuss any changes in the forecasted spend.
* Preparation of monthly accounts, within timescales set by Board Members.
* Preparation of Annual Statutory Audit.
* Assisting in funding applications – Financial information.
* Liaising with funders, and submitting financial information within funders deadlines
* Issuing sales invoices ensuring income is allocated to the correct income account, following up on payment of invoices when required.
* Paying suppliers and ensuring that the expenditure is allocated to the correct expenditure heading and funder.
* Recording bank transactions and reconciling bank accounts monthly.
* Petty Cash and monthly reconciliation.
* Reconciling Balance Sheet Accounts monthly.
* Reconcile Quarterly our payroll account with GCVS,
* Processing monthly payroll and expenses.
* Notify GCVS regarding any overtime payments, changes to working hours etc.

 Other:

* Preparation of annual budgets and forecasts.
* Assist and support Co-ordinators in respect of budgeting and forecasting.
* Preparation of Annual Accounts for External Inspection
* Company Secretary
* Undertake any other appropriate duties as and when required by the Board of Directors.

Other

* Undertake any training and professional development as and when required.
* Undertake any other reasonable duties, commensurate with the job title, as may be determined by your line manager.

Personal Specification:

Essential

* Must have in-depth knowledge of Quick Books (online banking) Microsoft Office Suite including Word, Excel and PowerPoint.
* Confident Communicator both written and verbally
* Excellent time management skills
* Finance background

Desirable

* An HNC in Business Administration/Finance or equivalent experience.
* Knowledge of Management Information Systems or databases
* Experience of accounts package, such as Quick Books
* Be confident with social media and marketing. (Canva)