



Scottish Charity No SC026190  
Company Limited by Guarantee No 221947  
Care Inspectorate Registration CS2015343664

# OFFICE ADMINISTRATOR

## JOB DESCRIPTION



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<b>Job Title</b>	<b>Office Administrator</b>
<b>Responsible to</b>	<b>Project Manager</b>
<b>Hours per Week</b>	<b>14 hours; can be worked over 2 or 3 days</b>
<b>Salary</b>	<b>£11.75 per hour (salary review March 2025)</b>

### The Aim of the Corstorphine Dementia Project

It is the aim of the Corstorphine Dementia Project to provide support and life enhancing experiences to individuals with dementia living in Corstorphine and its surrounding area helping them to continue to live in their own home for as long as possible. We will do this to a standard of excellence that embraces fundamental principles of good care which are appraised through evaluation and inspection, thus ensuring that the quality of care meets the needs of service users.

We aspire to reduce isolation, promote independence, enhance quality of life, meet health and welfare needs, offer companionship and a range of social activities in a safe, supportive and friendly environment. We will treat service users with dignity and respect and recognise them as unique individuals who should be encouraged to make informed choices that satisfy their needs and aspirations, thereby attaining a degree of personal fulfilment.

Through the achievement of the above we endeavour to provide respite and short breaks to carers and families gaining their trust and confidence by providing them with the assurance that their loved one will receive quality, personalised care and support.

### About the Role

We are looking for a confident and efficient Administrator to join our friendly team. You will be motivated, competent and organised in administration and can clearly demonstrate ability and experience across these traits.

You will be responsible for many core administration duties within the Project Office which will also include financial administration. As such, accuracy and attention to detail are skills that you will possess.

The successful candidate will be comfortable having a level of responsibility and autonomy in regard to the range of tasks outlined in this job description.

The role involves working closely with the Project Manager and regularly acting as the first point of contact within the Project. You will therefore need to be a clear and confident communicator whilst bringing an empathetic and sensitive approach to the role.

## Principal Duties and Responsibilities:

### Administration duties:

- Provide general administrative support to the Project Manager and other colleagues as required.
- Update, print, file and circulate various records and documents (either hard or electronic copy) ensuring that any time sensitive data is dealt with within agreed timelines and recipients are in receipt of accurate and clear information.
- Open, record and distribute incoming mail and organise for the delivering of outgoing mail.
- Develop and maintain effective filing systems (both hard and electronic) facilitating easy identification and retrieval.
- Identify old/redundant files and create storage/filing systems for archiving purposes.
- Update monthly attendance statistics and upload these to an Edinburgh Council portal.
- Monitor and maintain supplies of printed documents and be a resource for printing and photocopying tasks as required.
- Laminate and bind documents when required.
- Liaise with IT and telephone provider when required.
- Maintain relevant information systems including mailing lists.

### First Point of Contact:

- Welcome visitors to the Project; direct visitors to the appropriate staff member when required.
- Deal with enquiries (correspondence, telephone and email).
- Take messages and forward these to the appropriate member of the team.

### Meetings:

- Liaise with Church Secretary regarding room bookings and any other requirements.
- Assist the Project Manager with preparations for the Annual General Meeting and provide support at the meeting.
- Assist with the preparations concerning staff / other meetings and take minutes at the meeting as requested by the Project Manager.

### Facilities and Office Equipment:

- Ensure that office facilities and equipment are in good working order; liaise with providers of office equipment concerning contractual obligations, maintenance and ordering supplies.
- Monitor stationery supplies and replenish when required.

### Financial duties:

- Using Xero software, produce and distribute monthly sales invoices in respect of the delivery of project services to service users. Respond to queries relating to invoices. Reconcile payments against service user accounts and pursue settlement of overdue/unpaid invoices.
- Receive and record donations. Using Xero, create purchase invoices in respect of donations and pursue those eligible for Gift Aid reclaim. Ensure donors are thanked promptly and records are kept for audit trail.

- Record all incoming monies (cheques, cash, BACS transactions) on a weekly income sheet and deposit into bank.
- Undertake a monthly reconciliation of the bank statement against invoices, receipts and Xero.
- Monitor and oversee the finance@email and contact@email accounts, ensuring a prompt, clear and helpful response to emails and forwarding on emails to relevant colleagues when required.

**Other:**

- Undertake a monthly audit of first aid supplies, order supplies when necessary.
- Work in accordance with all Project policies and support the general aims of the Project.
- Carry out any other duties as may be determined from time to time by the Project Manager which may be reasonably required, relevant to the main purpose of the post.

## Person Specification:

Skills / Attributes	Essential or Desirable
Possess a friendly, enthusiastic and professional attitude	Essential
Experience of administrative tasks and responsibilities	Essential
Excellent communication (verbal and written) and interpersonal skills	Essential
Ability to organise, plan and prioritise own work and meet deadlines whilst remaining responsive to others	Essential
Excellent attention to detail and takes pride in own quality of work	Essential
Is numerate and accurate	Essential
Ability to act as first point of contact, providing a friendly and confident welcome	Essential
Ability to interact sensitively with people using project services, volunteers and colleagues	Essential
A flexible attitude to the demands of the post and the needs of the organisation	Essential
High level of IT literacy, including experience of and confidence using Microsoft Office applications	Essential
Satisfactory criminal records check	Essential
Eligibility to work in the United Kingdom	Essential
Work in a way which is non-discriminatory and respects the rights and choices of others	Essential
Understand the importance of confidentiality	Essential
Has experience of Xero accounts package or another widely used package such as Quickbook, Sage etc.	Desirable
Has experience of minute taking	Desirable