



Job Description and Person Specification

Closing Date:	29th May 2017
Post Title:	Office & Finance Administrator
Location:	Galashiels
Responsible to:	Coordinator, Borders Voluntary Care Voice
Salary/Rate Of Pay:	£ 19,542 (pro rata)
Hours/Work Pattern:	Part time – 20 hours per week (Mon-Thurs)
Contract Status:	Permanent, subject to funding.
Disclosure Status/PVG:	PVG registration and check is required.

Purpose

- To ensure the safe and efficient running and administration of Borders Voluntary Care Voice (BVCV).
- To support the Coordinator, Assistant Coordinator and Mental Health Development Worker to carry out their roles effectively.

Principal Duties and Responsibilities

Reception

Provide a professional first point of contact for BVCV:

- answering phones, taking and passing on messages, dealing with enquiries
- answering emails and maintaining the general email account.

Support to staff and user groups

- creating and sending out agendas, minutes, action trackers and other papers as required for BVCV-led meetings.
- attending, setting up and taking minutes at BVCV meetings
- arranging these meetings and ensuring participants' needs are met on the day
- supporting staff with papers and diary management for other meetings they attend.

Finance

- check accuracy of incoming invoices, code and process for authorisation
- create, record and send outgoing invoices for income
- check bank statements to identify and request any missing invoices or payments
- maintain hard copy and electronic files for records
- balance petty cash

Data and membership management

- maintaining the shared contacts file and the membership list and records; managing membership system, other data management and producing reports as required.

Office management

- maintaining accurate record of office supplies and replenishing
- maintaining and acting as key operator for shared equipment such as photocopier/printer and projectors, and items associated with their use
- liaising with cleaner / tradespeople / other sub-contractors as required
- regular filing, clearing out old files both on and offline
- taking a lead for all office-related issues identified by staff or at office meetings
- other appropriate tasks as identified.

Health and safety

- ensuring that risks to staff, volunteers and the public are kept to a minimum at all times, ensuring compliance with health and safety policy
- upkeep of office checks, maintaining logs and external registers, checking and issuing reminders on risk assessments and safety requirements, carrying out some risk assessments
- carrying out all fire safety tests, drills and equipment checks
- maintaining a safe office and external environment by keeping spaces clean and tidy.

Resource responsibilities

- responsible for authorising petty cash.

Health and Safety Statements

Office and Finance Administrator

To ensure the overall effective management of health and safety within the area of responsibility, for employees and anyone else affected by the work activities, through the implementation and compliance with health and safety policies, procedures and arrangements.

Other employees and volunteers

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

Board of Borders Voluntary Care Voice

The Board and the Chair of Borders Care Voice have overall responsibility for the health and safety of all employees, service users and public attendees at their events.

Person Specification

POST TITLE: Office and Finance Administrator
EMPLOYER: Borders Voluntary Care Voice

	Essential	Preferred
Skilled in use of all aspects of Microsoft Office 2010+ or 365 (qualification ie ECDL, Business & Administration, MOS preferred)	✓	
High level of general IT Literacy	✓	
Excellent minute taking skills (or good experience and willingness and ability to improve)	✓	
Excellent pre-planning and organisational skills	✓	
Excellent interpersonal and communication skills	✓	
Displays compassion and patience, and is a team player.	✓	
Pro-active, with ability to work without supervision and solve problems	✓	
Ability to drive/access to car		✓
Experience of logging and creating invoices electronically		✓
Interest in health and social care and social justice in Scotland		✓
Experience of operating health and safety procedures and maintaining records		✓
Experience of using online business banking and basic bookkeeping		✓
Knowledge of Data Protection requirements		✓
Experience in running groups, meetings, events and/or conferences		✓

Experience

The successful applicant will have a proven track record as a professional and efficient office / finance administrator, including as a receptionist, along with acting as secretary/minute taker for large informal and formal meetings. Some experience of operating financial procedures would be an advantage. Experience of managing an office environment, including operating health and safety procedures, would also be an advantage.

Skills and knowledge

The successful applicant will be a highly skilled administrator with a confidence for finance / figures. The successful applicant will be able to create accurate and concise minutes and other papers for meetings, using clear language. The applicant will have excellent organisational skills along with a logical and efficient approach manifested in high quality interpersonal and communication skills.

Personal attributes

A compassionate, positive, patient and approachable individual who enjoys working in team. An interest in working with people who use health and social care services and their carers, as well as third sector providers in the same field. An interest in social justice.

