



Job Description

MICT Administrator & Finance Support

Reporting to: MICT Finance Manager

BACKGROUND

To help facilitate the administration of the Company, An Roth Community Enterprise Centre, individual projects and assist with managing the daily running of the Trust's book keeping.

MAIN DUTIES & RESPONSIBILITIES

AN ROTH BUILDING OPERATIONS

- Implementing the booking and enquiries process to deal with face to face, telephone and website enquiries.
- Pre-usage checks of rooms at An Roth to ensure all building areas are ready to be used by clients on days when you are in. This involves setting up & clearing away once rooms have been vacated & looking ahead to the next day if you are not in.
- Organising Training Courses or helping to facilitate Training Courses to generate further income for An Roth.

GENERAL ADMINISTRATION & FRONT OF HOUSE SERVICE

- Office reception duties, phone answering, general filing and record keeping.
- Minute taking at Monthly Operational Board Meetings – occasional on a Monday evening 7.30-10pm, but meetings may be recorded, limiting the need to attend in person.

SOCIAL MEDIA UPDATES - WEBSITE, FACEBOOK & MICT NOTICEBOARD UPDATES

- Daily / weekly monitoring of all MICT Social Media Sites & adding updates when available including new posts.

SEA EAGLES, WATERFALL FUND & MESS

- Handling all monies / donations from the sea eagle hide – banking & logging in SAGE & on Excel Spreadsheet during the season.
- Advertising of funds biannually for MESS, issuing of money to successful applicants, writing cheques & typing letters & arranging cheque presentations where possible.
- Administration of Waterfall Fund Applications, working with the Waterfall Fund Board & Book-keeping (20 – 30 transactions per year).

SAGE Accounts Support

- Sales and Purchase ledger entries
- Bank Payments and Receipts entries
- Reconciling Paypal and Credit Card accounts

MEMBERSHIP

- Maintaining Membership Excel Database & folders and monthly membership report to the Board.
- Quarterly newsletter preparation & circulation

SELF STORAGE SITES

- Bookings & Monthly invoicing through SAGE

GIFT AID

- Ensuring that up to date records are held for gift aid donations and helping with preparation of gift aid claims.



TERMS OF EMPLOYMENT

Salary Range:	GRADE 2 - £18,259 - £18,987, Gross per annum pro rata paid on the final day of each month by BACs.
Hours of Work:	30 hours per week, hours flexible to suit candidate
Annual Leave:	33 days per annum including public holidays, pro rata
Length of Contract:	Initially until 31 st March 2023 with a view to extending.
Pension:	A Company Pension Scheme is in place with a 6% Monthly Contribution from the Mull and Iona Community Trust. Your eligibility will be assessed by Creative Auto Enrolment and you will be advised by personal email accordingly
Nature of Work:	Working times are flexible with the possibility of evening work. Over time is not a feature of this role therefore time off in lieu is given. This must be taken within 2 months of accrual, & not 'stored' & taken en bloc. A new TOIL Procedure is currently in place and no more than 12 hours of TOIL may be carried forward in any calendar month
Training:	Induction training will be provided as required by MICT. Specialist courses or training needs will be identified. Courses that have not been identified as training need will need to be carried out in your own time.
Expenses:	Out of pocket expenses are reimbursed by BACS with salary payment on a monthly basis, (or more frequently if required), on completion of an Expenses Claim Form.
Petrol:	If a private vehicle is used (by prior arrangement), mileage can be reclaimed on the said form at 40p per mile. Mileage to and from your place of work is not claimable.
Place of Work:	An Roth Community Enterprise Centre Craignure

Job Title : MICT Administrator & Finance Support

Employer : Mull and Iona Community Trust

Key Criteria	Essential	Desirable
Qualifications and Training	◆ A good standard of formal education including Maths and English	◆ SAGE Accounts Programme Use. ◆ Business Administration qualification
Work Experience	◆ Some training – or willingness to train – as needed.	◆ Experience of working at voluntary and/or community level.
Knowledge, Skills & Abilities	◆ Self-motivated and able to work on own initiative ◆ Good record keeping and written communication skills ◆ An aptitude for working with numbers. ◆ Positive and friendly approach to the general public, business people, directors and colleagues & able to work as part of a team ◆ Good time management & organisational skills ◆ Ability to think logically and plan ahead ◆ Willingness to work flexibly in response to changing organisational requirements ◆ Uphold confidentiality at all times regarding the Trust's business and its volunteers and clients	◆ Some previous administration experience in a work setting, or Business Administration qualification ◆ Enthusiastic, with a commitment to providing a high quality service. ◆ Experience of minute taking although training will be given.
Technical Skills	◆ Computer competence (Microsoft Word and Excel, Outlook, web)	
Job Circumstances	◆ Strong motivation and enthusiasm for the post and the role	◆ Access to own transport