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**ADMINISTRATION OFFICER (FINANCE AND HR)**

**Job Description**

Employer: Clackmannanshire Citizens Advice Bureau

Job Title: Administration Officer (Finance and HR)

Responsible to: Finance Officer and Personnel Officer

**Location:** Alloa

**Hours per week:** 21 – 35

**Salary:** £20,500 - £25,500 per annum, dependent on experience (pro rata for part-time) + 5% pension

## Summary of Main Responsibilities

This is a new role which offers an exciting and varied development opportunity for the right applicant. You will work as part of a dedicated team providing support to the finance and HR functions of the bureau. Working closely with the Finance and Personnel Officers you will ensure that we maintain high standards in administrative and financial processes. The Administration Officer will ensure that finance processes are accurate and that tasks are completed on time and that HR systems work effectively and staff and line managers are supported. The post holder will also assist with other resource management and administration activities.

This is an evolving role therefore responsibilities are expected to change as it develops.

**Main Responsibilities**

**Financial administration**

Support and assistance to Finance Officer including:

* Prepare invoices for payment
* Input accounting transactions to Sage
* Record petty cash transactions and reconcile
* Assist with preparation of financial reports for Board
* Prepare monthly payroll

**HR administration**

Support and assistance to Personnel Officer including:

* Assisting with recruitment administrative tasks including job advertising
* Maintaining training records
* Assisting with the administrative tasks involved with new staff
* Managing and recording staff absences and holidays

**Resource management**

* Maintain and update asset inventory and manage issue of mobile equipment
* Monitor and check utility usage
* Monitor and reconcile mail franking
* Monitor company health insurance payments and advise provider of changes
* Monitor stationery stock and place orders.
* Maintain clocking system and produce weekly reports for managers

**General Administration**

* Production of weekly/monthly operational performance reports
* Monthly monitoring of policies and procedures
* Liaise with IT Support regarding any changes and issues regarding access to systems
* Deal with staff IT queries, contacting IT Support if necessary
* Assist with organisation of and preparation for Board meetings and AGM
* Organisation and minute-taking for internal meetings

Any other relevant activity as required.

**Person Specification**

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|  | **ESSENTIAL** | | **DESIRABLE** |
| **QUALIFICATIONS**  **AND KNOWLEDGE** | | Good standard of general education  Good working knowledge of Excel, Word and Outlook | HNC or equivalent in a finance or book keeping qualification Experience of PowerPoint |
| **EXPERIENCE** | | Experience of working within a Finance or HR administrative role  Experience of following procedures to ensure accuracy and confidentiality | Experience working with Sage Accounts  Experience administering payroll. |
| **SKILLS AND**  **ATTRIBUTES** | | Have excellent organisational and time management skills with the ability to structure processes and set up efficient systems  Respect for confidential information and ability to act with discretion  A high level of accuracy and attention to detail  Have excellent numerical skills  Have a high standard of written English and be able to draft letters, written procedures and policies  Learn quickly, be adaptable, flexible and able to work in an ever-changing context  Be able to take initiative  Have well developed interpersonal skills and be able to work effectively as part of a team | Be able to take a creative problem-solving approach. |
| **VALUES** | | Be committed to the aims and principles of the CAB Service  Be committed to Equality and Inclusion  Be committed to working as part of a team |  |