



EUROPE & SCOTLAND  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future

Job description

## **Business Admin & Finance Assistant**



### **Qualifications and Experience:**

The post requires qualification or matching experience in business and financial administration. Experience of financial databases with good administrative, organisational and record keeping skills is essential. Ability to work under own initiative to prioritise and manage varied tasks.

### **Accountability and Responsibilities:**

The overall purpose of our administrative and financial activities is to ensure effective and efficient running of our social enterprise. The Business Admin & Finance Assistant will support the leadership team with all administrative tasks necessary to monitor business performance. The Business Admin & Finance Assistant will be responsible for the accurate and timely management of financial transactions across Fyne Futures business units.

### **Main Objectives of Post**

- Act as first point of call for external communications including general email, post, telephone enquiries and online via social media and website
- Maintain records and reconcile income and expenditure across the business units
- Provide administrative support to Climate Challenge Fund project, including managing the project budget; procurement of project resources; submission of claims; and support any other associated project administration
- General activities associated with office management

The main job activities are as follows:

- To maintain an up to date knowledge of finance and administrative best practise
- Supports business goals by implementing administrative activities
- To ensure that all resources provided are used effectively and efficiently
- To maintain and develop high standards of operation in keeping with industry standards, specifically Revolve and EQFM
- To update, maintain, review and evaluate management monitors for improved effective and efficient ways of working
- To support operational effectiveness, community engagement and marketing activities
- To carry out other such duties and responsibilities as may be required from time to time by the line manager.

## **Person Specification:**

### ***Essential skills and experience:***

- Be IT literate
- Be capable of accurate data capture, recording and reporting of financial transactions
- Manage Petty Cash
- Ability to prioritise demands of Climate Challenge Fund project with day to day administrative tasks
- Have strong competency skills in
  - Showing initiative that improves customer care
  - Problem solving for business effectiveness
  - Team working that improves performance

### ***Desirable skills:***

- Have a full, current and clean driving licence
- Bookkeeping
- Experience of developing and maintaining databases
- Understanding of quality management systems

### ***Personal qualities:***

- Be committed to the social and community objectives of Fyne Futures Ltd
- Be a good communicator and get on well with others
- Be able to deal with the public in a sensitive manner
- Possess the ability to work unsupervised and use own initiative
- Possess good organisational skills
- Be capable of working in a team situation
- Possess a positive attitude to disadvantaged and vulnerable members of society
- Possess a desire and have the ability to promote environmental awareness with respect to low carbon living
- Possess a friendly and enthusiastic disposition

### **Hours:**

25 hour week within Monday – Friday 8.30am – 5pm operating hours

You may be required to work Saturdays, Public and Bank holidays with the exception of Christmas Day, Boxing Day and New Year's Day, 2<sup>nd</sup> January.

### **Salary:**

£11,206 per annum, paid monthly, for 25 hours per week. This opportunity is fixed term until 27<sup>th</sup> March 2020 with possible extension subject to funding.

### **Holiday:**

Full time entitlement of 37 days per year including statutory – pro-rata to for part-time including statutory equivalent.

### **Pension:**

Fyne Futures operate an auto-enrolled pension scheme with employer/employee contributions.