



Job Description

Job Title: Finance and Administration Officer (part-time)

Contract: 12 months (temporary contract)

Start date: 28th October 2024

Hours: 21 hours per week

Salary: £28,119 pro rata

Location: Based at Portree and Braes Community Trust, Office 5, Jans, 6 Broom Place, Portree.

Report to: Development Officer

Holidays: 32 days including bank holidays pro rata

Pension: 3% employer pension contribution

Closing date: **Thursday 5th September 2024 at midnight**

Date of Interview: TBC

About Portree and Braes Community Trust

Portree and Braes Community Trust (PBCT) was established in May 2016. As a community Trust we aim to achieve the sustainable regeneration of our community and bring about social, environmental and economic benefits for the people of Portree and Braes. We work to generate income through enterprise and the ownership of assets. As a not-for-profit organisation, all of our trading surpluses are reinvested in the community. We currently manage a community owned car park, a helipad for use by the emergency services, public toilets, community allotments, a playpark and a small woodland. We also deliver a programme of inclusive, community events each year.

About the role

We are looking for a hardworking, talented individual with experience of managing financial records and office administration to fulfil this role. The ideal post holder will be organised and efficient with good attention to detail. This is a temporary, maternity cover contract with the possibility of extension.

The successful candidate will be an active and valued member of our small team and will work closely with the Development officer and the voluntary board of Trustees to support the smooth day-to-day running of the organisation. The post holder will be committed to continually improving our finance and administration systems to ensure our organisation can be as effective as possible, maximizing community benefit in Portree and Braes. Full training will be provided.

The main responsibilities of the post will include:

Financial Responsibilities

- Processing payments
- Keeping income and expenditure records up to date
- Preparing financial reports
- Managing the administration of donations to PBCT including online donations

- Liaising with the bank to manage Trust bank accounts
- Working with the accountant to manage payroll
- Working with the accountant to prepare and submit annual accounts
- Liaising with suppliers
- Maintaining accurate records of grant funding awards
- Working with the staff team to support claims for grant funding

Administrative Responsibilities

- Responding to general Trust inquiries
- Issuing information and news to the membership
- Ensuring that the membership database is up to date
- Supporting arrangements for board meetings and AGM's
- Taking minutes for monthly board meetings and AGM's
- Ensuring that minutes and other key documents are made available to the public via the Trust's website
- Supporting arrangements for Trust activities and events when required
- Managing the stock of office materials

Essential Criteria

- A good standard of education to Higher Level
- At least 2 years' experience of financial record keeping and administrative work
- Good working knowledge of Excel
- Good general computer competence (Word, Web, Email, Databases)
- Willingness to learn how to use Wix website management programme to update the PBCT website
- Excellent organisational skills
- Excellent interpersonal skills
- Close attention to detail
- Ability to prioritise tasks
- Strong motivation and enthusiasm for the role
- Ability to be an effective member of the team
- Willingness to work flexibility in line with the requirements of the role. The role will require occasional evening work (approx. once or twice a month) and occasional weekend work (approx. one day a quarter in line with events) .
- Self-motivated and passionate about working to improve the area of Portree and Braes

Desirable Criteria

- Qualification in finance / business administration
- Experience using the Wix website management programme
- Experience working in the voluntary / community sector
- Experience of working with a voluntary board
- Experience of managing a membership database
- Ability to manage user access and permissions on a networked drive
- Experience using QuickBooks accounting software
- Experience taking minutes for committee meetings
- Marketing and communications experience

How to apply

To apply send a CV and covering letter explaining your interest and suitability for the post to Development Officer, Fiona Thomson at info@portreeandbraes.org by **Thursday 5th September at midnight**. Or call 07570652953 for an informal chat about the role.