

Horshader Community Development Trust Admin & Finance Support Officer

Salary: £26,000 - £28,000¹

Full Time, Permanent Post² based in Shawbost



Closing Date: noon, 23rd October 2024.

Post Overview:

The Admin & Finance Support Officer, reporting to the Trust's Business Manager, will act as the Trust's first point of contact for members of the community, while ensuring the smooth day to day administration of the Trust's activities, carrying out financial bookkeeping tasks, and monitoring our social media presence.

The ability to converse in Gaelic would be a strong advantage in this role.

Duties:

- **Public Facing Role:**
 - Provide reception desk duties at the Trust's Office.
 - Interact positively with the Trust community, in person, on the phone, in writing and online.
 - Develop a knowledge of, and maintain good relationships with, local community contacts.
- **Administration Role:**
 - Provide administrative support to the Trust's Business Manager, and other staff members.
 - Maintain the Trust's membership and contacts databases in compliance with GDPR and other statutory requirements.
 - Administer bookings for the Trust's varied services and facilities.
- **Finance Role:**
 - Maintain financial records using the Trust's accounting platform (Xero).
 - Issue invoices and raise orders as appropriate for Trust services and social enterprises.
- **Social Media Role:**
 - Provide oversight of the Trust's social media presence.
 - Act as a moderator on social media groups run by the Trust.

Horshader Community Development Trust is a Fair Work employer.

Contact: 01851 701225 / admin@horshader.com for an Application Form

¹ Dependent on Experience

² Part-time would be considered for an exceptional candidate.

Person Specification

Criterion	Essential	Desirable
Knowledge & Experience	<p>Experience of office procedures in a small business, social enterprise or similar third sector environment.</p> <p>A basic level of experience in Finance Record Management.</p>	<p>Knowledge of local/community and useful contacts/relationships.</p> <p>Considerable experience of working in an office environment and a proven record of administrative and clerical experience.</p>
Skills and Abilities	<p>Competence in use of IT systems, particularly Office / Microsoft 365.</p> <p>Competence in use of social media, particularly Facebook and Instagram</p> <p>Good verbal and written communication skills.</p> <p>Ability to work under pressure.</p> <p>Adaptability/flexibility in responding to wide range of tasks and timescales.</p> <p>Ability to work as part of a team and support colleagues.</p> <p>Proven ability to effectively work with people from a range of backgrounds and ages.</p>	<p>Familiarity with Xero Accounting Software. (Training will be provided if required.)</p> <p>Knowledge of Equality policies and ability to put into practice.</p> <p>Conversational fluency in Gaelic.</p>
Education/ Qualifications	<p>Good standard of formal education or equivalent work experience.</p>	
Other Factors & Personal Qualities	<p>Reliable, honest, and trustworthy.</p> <p>Ability to cope well under pressure and work to tight deadlines.</p> <p>Cheerful, positive attitude and ability to relate to people at all levels internal and external to the organisation.</p> <p>Self-starting and motivated.</p> <p>Willingness to work flexibly and attend evening meetings (monthly meetings of the Trust's volunteer board)..</p>	<p>Full clean driving licence & access to own vehicle.</p>