



JOB DESCRIPTION

Job Title:	Office Administrator (Maternity Cover)		
Responsible to:	Director		
Salary/hours:	£25,000-£30,000 pro-rata/17.5 hours per week		
Main purpose of job:			
<p>The Office Administrator will manage the administration of the Trust, including financial control and reporting, budget management, ICT (with external support), HR and governance administration and premises management. The role is supported by the Trust's Administration Assistant and report to the Director.</p>			
Main Responsibilities:			
<ul style="list-style-type: none"> • Manage the budgets for the projects undertaken by the Trust's staff and produce financial reports for the Trustees on a quarterly basis. • Prepare accounts for annual external audit, and liaise with the Trust's auditors as required • Prepare grant drawdown requests as required. • Support the work of the Trustees as instructed by the Director, including any governance-related issues. • Undertake administration tasks in relation to Human Resources. • Manage the Trust's payroll. • Ensure the Trust meets its statutory requirements as owner and landlord of its property at 42 Miller Street, Glasgow. This includes but is not limited to the creation and maintenance of a Health and Safety file and an Operations and Maintenance Manual for the property. • Act as the main point of contact for all tenants within the Trust's property at 42 Miller Street, Glasgow. 			
Reviewed by:	Susan O'Connor	Date:	13.08.2018
Approved by:	Colin McLean	Date	13.08.2018