



The Wildlife Information Centre

Job Description

Job Title:	Business Administrator
Location:	Vogrie Country Park, near Gorebridge, Midlothian, Scotland
Responsible to:	Acting Centre Manager and, where relevant, the TWIC Board of Directors
Responsible for:	Financial and office matters

Background

The Wildlife Information Centre (TWIC) is an environmental charity with an established reputation for excellence in the provision of biodiversity data within south-east and part of central Scotland. With 2.8 FTE staff, TWIC currently holds over 3 million species records as well as extensive habitats and designated sites information. Data services are provided to a range of clients to inform conservation and environmental decision making. Our programme of events support new and existing recorders and stimulates interest in biological recording amongst the wider public.

This is an excellent opportunity for a positive, proactive candidate to join a small friendly team and be involved in the development of the company. You will be responsible for office management, finance and customer liaison. This role is suitable for someone who takes pride in what they do, who is tidy and well organised and looking to put their own stamp on the role. Excellent communication skills, organisation and previous experience of bookkeeping are essential. Experience of using Quickbooks and previous experience of office management would be an advantage.

Purpose of the job

Working predominantly within the TWIC office, you will be responsible for office and customer management, along with a variety of key financial and administrative tasks that will ensure the smooth and efficient running of the organisation.

Main Responsibilities

Financial and Customer Management

1. Prepare and monitor the annual budget and monthly cashflows, including the reconciling of monthly bank statements.
2. Carry out day-to-day financial transactions including raising invoices, paying bills (including staff salaries, expenses, PAYE and VAT), managing petty cash and identifying and chasing debtors.
3. Carry out bookkeeping through QuickBooks and keep necessary financial records.
4. Liaise with the accountants on bookkeeping, the annual accounts, PAYE and VAT returns.
5. Prepare the annual grant application and quarterly grant claims to Scottish Natural Heritage (SNH).
6. Manage TWIC's Service Level Agreements with Local Authorities, including preparing reports and organising meetings.
7. Coordinate the annual Funder's meeting with Local Authorities and SNH, with support from the TWIC Directors.
8. Manage other customer contracts as necessary, including the preparation of tenders, negotiations, and grant applications.

Office Management

1. Coordinate quarterly board meetings, including preparing agendas, reports on work undertaken and financial reports.
2. Coordinate the AGM and any EGMs, including preparation of the agenda, minutes, Chair's report and liaise with the accountants on the preparation of the Annual Accounts. Take minutes and distribute to members.
3. Sort incoming post, filing and staff timesheets.
4. Oversee the maintenance of office equipment and consumables, office contracts (telephones, cleaner, licences and insurance).
5. Ensure effective systems for staffing of the office and for office security.
6. Ensure Health and Safety adherence.
7. Ensure compliance with General Data Protection Regulations (GDPR) and related regulations.

Other

1. Carry out any other tasks required to contribute to TWIC's effective operation.

Person Specification

The post holder will be well organised and approachable and have previous experience of bookkeeping. They may have previous experience of office management and working for a charity. Existing knowledge of HR, health and safety legislation and Quickbooks will be a distinct advantage.

The post holder will need to have some or all of the following experience, skills and aptitudes. Those marked (E) are essential, whereas those marked (D) are desirable.

Skills and Experience

- Organised approach to work and excellent time management skills (E)
- Excellent verbal and written communication skills (E)
- Use Microsoft Office suite programmes effectively and efficiently, particularly Word, Excel, Outlook and Teams (E)
- Experience of using QuickBooks or similar accounting package (D)
- Experience of office management (D)
- Experience of writing grant applications (D)
- Experience of working for a small charity (D)

Knowledge

- Knowledge of bookkeeping (E)
- Knowledge of relevant health and safety legislation (D)
- Knowledge of relevant HR legislation (D)

Personal Qualities

- A mature and professional approach to work and the ability to work effectively under pressure (E)
- Approachable and problem-solving attitude (E)
- Ability to work well on own initiative and as part of a small team (E)
- An interest in nature conservation and the environment (D)

Particulars of Employment

Place of work

Normal place of work will be The Wildlife Information Centre, Caretaker's Cottage, Vogrie Country Park, Nr Gorebridge, Midlothian, EH23 4NU.

Hours of work

Normal hours of work are 17.5 hours per week, excluding breaks (0.5 FTE). Flexible working will be considered with the hours spread over three to five days to allow for satisfactory coverage throughout the working week which is Monday to Friday, 9am to 5pm.

Travel

Travel associated with this post will be occasional within the TWIC area (i.e. not usually more than once a week) and very occasionally elsewhere in Scotland and the UK (two or three times a year).

Salary

The salary for this post will start at £11,000 per annum (£22,000 pro-rata).

Status

This will be a permanent, part-time contract and will be subject to a 6 month probationary period during which time the post-holder will be expected to demonstrate their suitability for the post.

Pensions

You will be automatically enrolled into a Workplace Pension scheme, unless you choose to opt-out.

Leave

The annual leave year is from April 1 to March 31 the following year. The normal holiday entitlement is 34 days per year which includes public holidays and the period between Christmas and New Year when the office is closed. This will be applied on a pro-rata basis.

TWIC strives to be an Equal Opportunities Employer.

Closing date for applications is Thursday 23 July at 23:59. If you have not been contacted by the interview date your application has been unsuccessful.

Interviews will be held on Friday 31 July. Arrangements for interviews will be confirmed nearer the time and will comply with Government guidelines in force at the time.