

Elsie Normington Foundation

Administrator Post – 26.25 hrs per week



Elsie Normington Foundation was established in 2013 to create for the Highlands a specialist play centre and respite facility in Inverness. The Funds were secured during a ten year period of intensive fundraising and the buildings were constructed during 2022-2023. The Haven Centre is now fully operational providing a Specialist Play Centre, Community Café and Haven Suites.

We are looking for an enthusiastic person who would like to make a significant difference to the lives of children and young people with complex and multiple disabilities, by supporting the staff team with administration skills. This post is for a period of 1 year but may extend further subject to sufficient funding being in place.

As an administrator, you must be a self-starter who will engage with the staff and be able to set up appropriate admin systems, keeping administration records in an appropriate filed order. The post would also expect you to keep day to day book-keeping records on Quick Books, be able to work on your own initiative answering telephone enquiries and be involved in booking out the Haven Suites. These hours can be worked on a flexible basis and there may also be occasions of working unsocial hours if there was a large fundraising event.

This post is office based at the Haven Centre in 45 Murray Road, Smithton, Inverness and relevant equipment will be provided, such as desk, laptop and phone. The post will be supervised by the Services manager.

The successful candidate will be a capable and talented individual who possesses excellent communication skills both oral and written along with excellent organisational skills. In return we can offer a very stimulating and rewarding position in the not-for-profit sector.

Previous administration experience is essential.

Apply in writing with a cover letter and your CV to the address below:

FAO Kirstin Mackay
Elsie Normington Foundation
Haven Centre, 45 Murray Road, Smithton, Inverness, IV2 7YU

Or by email to kirstin.mackay@enfoundation.co.uk

DUTIES OF ENF ADMINISTRATOR

Job Related

- Accounts
 - Reconciling bank statements and performing monthly Banking reconciliation
 - Posting and coding income figures and processing expenditure including suppliers' invoices through the QuickBooks system
 - Cash management handling
 - Filing copies of invoices e.g., energy, broadband, waste, recycling, insurance, water etc.
 - Reconciling credit card payments
 - Assist with financial related admin tasks of the Haven Café and the Haven Suites
 - Provide reports for weekly and monthly Haven Café income and Haven Suite income figures.
 - Provide report for monthly Haven Café expenditure and Haven Suite expenditure figures.
 - Record and report on other third party expenses
- Manage booking process for clients booking the Haven Suites and also doing Haven Suites tours for potential new clients
- Maintain ENF volunteer and donor records
- Prepare, update and provide volunteer induction packs.
- Writing thank you letters, preparing templates
- Monitoring the main ENF email enquiry box
- Following up volunteer recruitment with necessary letters and documentation
- Assist other ENF staff with administrative tasks as availability allows and as required by them, such as supporting social media posts
- Be familiar and competent with QuickBooks or similar Accounting Package, MS Office suite e.g. Microsoft Word and Excel

Staff Related

- Co-operating with colleagues, supervisors and management in order to get the work done safely and on time.

Standard

- Maintaining good housekeeping within your work area
- Reporting problems, issues, accidents or incidents to your manager
- Suggesting ways to improve work processes with which you are involved
- Identifying training needs to your manager
- Maintaining Health and Safety regulations as per the Organisation's Health and Safety policy.

PERSON SPECIFICATION

ENF ADMINISTRATOR POST

Skills, knowledge and experience	Essential	Desirable
Knowledge of QuickBooks or similar Accounting Package,	✓	
Knowledge of MS Office suite e.g. Microsoft Word and Excel	✓	
Self starter	✓	
Communication skills	✓	
Good organisational ability	✓	
Experience of social media		✓
Record Keeping	✓	
Delivering excellent attendance, reliability and punctuality	✓	
Enthusiastic, flexible and adaptable	✓	
Willing to undertake any additional training as may be required, as part of this position	✓	
Graphic Design skills for posters		✓
Support large fundraising events		✓

- ❖ You will be given an induction into the Elsie Normington Foundation and Haven Centre
- ❖ The post is subject to two satisfactory references
- ❖ There will be a probationary period of 6 months
- ❖ Rate of pay £13.92 per hour