

JOB DESCRIPTION

ADMINISTRATION AND FINANCE SUPPORT OFFICER

OVERALL PURPOSE

To develop and implement high level administrative and financial systems and processes for the effective and efficient management of the organisation (the Stronsay Development Trust).

SPECIFIC DUTIES

- Provide advice to the board on matters of governance and to implement procedures to ensure that there is good governance within the organisation e.g. compliance with charity and company law as appropriate.
- Implement robust internal controls, systems and processes to accurately record and report the financial transactions of the Trust.
- Record, collate, analyse and distribute financial reports and information to directors to enable them to monitor the financial performance of the organisation and the projects it is progressing. Ensure that the attention of the directors is drawn to areas that require action.
- Provide the financial information required for inclusion in the business plans for any projects being considered or progressed by the Trust.
- Manage relationships with external funders and ensure that claims are accurate, provide the necessary evidence of expenditure and are submitted on time.
- Work with the Chair and directors to develop and implement procedures to enable the Trust to disburse the income from the Community owned wind turbine.
- Provide guidance to the Trust directors on the implementation of the PQASSO standard. Support directors to implement actions required to meet the standard and, where appropriate, take a lead role in specific actions.
- Develop operational and administrative systems and procedures to enable the organisation to run efficiently and effectively.
- Document internal systems so that they can continue in the event of staff absences/changes.
- Contribute to actions to ensure that the Trust communicates effectively with the wider community.
- Undertake any other duties deemed suitable and agreed by the Board.

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