


Role Title: Office Manager & Bookkeeper		Company (Location): Scottish Target Shooting (Caledonia House, Edinburgh)		
Role Type (Salary): FTE (£25,000pa)	Start Date: January 2016	Hours: 37.5 per week	Annual Leave: 28 days	

ROLE PURPOSE

To respond to the admin and bookkeeping needs of the company, managing the STS office located at Caledonia House, Edinburgh. The role shall require the post holder to be the first point of contact for enquiries from the public and by members as well as taking on HR and child protection responsibilities. The post holder will be responsible for ensuring the maintenance of the office, manage the books of the company and supporting staff and Board members as requested.

ORGANISATIONAL STRUCTURE

The Office Manager & Bookkeeper shall be recruited by the Board and be accountable to the Chief Operating Officer who shall have direct line management responsibility for the staff of STS.

KEY RESPONSIBILITIES

Office Management

- Meet the day to day administrative requirements of the STS office including dealing with routine enquiries received by telephone, mail and e-mail ensuring consistency of the application of all HR processes and procedures at all times
- Maintain employee's electronic HR records
- Process and input members' data for STS membership and organised events
- Take responsibility for the recruitment administration including electronic filing of CV's and cover letters, creating and maintaining recruitment spreadsheet for each vacancy, managing appointments for interviews, preparing packs for interviewers and follow up correspondence
- Act as the Child Protection Officer for the company, dealing with child protection enquiries and ensuring the policies are up to date
- Assist in taking minutes at meetings as required
- Support the development and implementation of HR policies and procedures
- Maintain the office including the purchasing of supplies, online subscriptions and ensuring all equipment in the office and used by staff is accounted for, fit for purpose and appropriately tested
- Administer and communicate through the company's social media accounts

Bookkeeping

- Completing manual and computerised bookkeeping duties
- Sales, purchase and nominal ledgers
- Paying suppliers, banking cash and cheques
- Performing and maintaining journals, cash books and bank reconciliations
- Working with senior staff and the finance director to produce financial reports

AUTHORITIES & LIMITATIONS

Budgets for work areas will be approved by the Board annually and reviewed and monitored on an ongoing basis. The bookkeeper will be authorised to make purchases that fall within the agreed budgets when instructed to do so by the relevant personnel. Full guidance on this process will be provided in the STS Business Strategies and other policies and procedures approved by the STS Board and published on the company's website.

TERM OF EMPLOYMENT

- The successful applicant will be required to work from the STS Office 5 days per week. Sick pay will be made available and will be discussed with the post holder.
- The post holder shall be entitled to 28 days annual leave to be agreed in advance with his/her line manager.
- Excluding commuting to the STS Office, all other reasonable out-of-pocket expense incurred on STS business will be reimbursed.
- The post holder shall be eligible to receive a pension, the terms of which will be agreed on appointment.

MAIN ROLE REQUIREMENTS

Knowledge & Experience:

- Experience of working with Boards and senior management in or with the voluntary sector
- Experience of child protection including producing documentation and acting as a CPO
- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines

Skills:

- Clerical and administrative skills
- Ability to communicate effectively with internal and external contacts at all levels using social media and more conventional forms of communication
- Ability to compose and produce standard letters and reports using IT applications (Word, Excel etc.)
- Ability to undertake notes and minutes at meetings
- Ability to work accurately and to tight deadlines
- Advanced computer skills, with experience of accounts packages
- Be familiar with online banking systems to produce reports
- Ability to process journal entries in relation to month and year-end

Personal Qualities:

- Work on own without detailed instruction
- Able to work closely with internal colleagues and external agencies
- Self-motivated demonstrating drive and enthusiasm
- Flexible, proactive and able to work under pressure
- Apply discretion in sensitive issues, and maintain confidentiality at all times

Scottish Target Shooting is an equal opportunities employer; we welcome applications from all members of the community.



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