

COTSWOLDS CONSERVATION BOARD

JOB DESCRIPTION

Position: Finance and Office Administrator

Grade: Grade 2 £15,619 - £16,899

Hours: 37 hours a week, normally Monday to Friday

Responsible to: Finance and Office Manager

Responsible for: Contractors on an occasional basis

Contact with: **Within the Conservation Board**

- The Board and its Members
- The Director and Staff
- Cotswolds Voluntary Wardens

Outside the Conservation Board

- Department for the Environment, Food & Rural Affairs (DEFRA)
- Natural England, Historic England, Environment Agency and other Government agencies
- Lottery Funds
- Local Authority officers and members
- General public, farmers and landowners
- IT, telephone and website service providers
- Friends of the Cotswolds (Charity)
- The Board's suppliers and customers
- Other tenants on the Northleach site
- Other Conservation Boards, AONB Partnerships, National Trail teams and National Park Authorities

Main purpose of post:

- Assisting in the day-to-day running and operation of the Cotswolds Conservation Board offices
- Assisting in maintaining appropriate and effective procedures for the overall day-to-day running of the Cotswolds Conservation Board's office, Cotswolds Discovery Centre at the Old Prison, and the Cotswolds Lion Café

Main Activities:**Operation of the office and systems:**

- Act as receptionist, welcoming visitors and answering and responding appropriately to telephone and email communications
- Provide general administrative support and guidance to staff
- Assist in maintaining and refreshing content on the Board's website
- Open daily post, log invoices received, and distribute mail to relevant members of staff
- Maintain filing systems
- Maintain databases for the dissemination of information
 - Local, regional, national and international contacts
 - Parish council, farming and landowning contacts
- Assist in the organisation and running of major meetings (e.g. the Board's Annual Forum)
- Order Office Stationary and Office Supplies
- Send out all publications, Items and welcome packs bought on the online shop

Finance:

Assisting the Finance and Office Manager with

- Accurate input of financial data into Sage, Excel and online banking
- Checking, recording and banking money received
- Maintaining and recording of cash floats, charge cards and petty cash
- Processing accounting journals
- Assist in year-end archiving of financial records and committee papers
- Chase outstanding payments due
- Process café staff payroll weekly through Sage

Rural Skills:

- Updating course information on the rural skills website
- Managing course bookings and processing gift vouchers
- Answering general enquires and dispatching of information
- Managing and recording course feedback
- Assistance with Rural Skills events

Committee Support:

- Assist in the compilation and distribution of meeting papers

Other duties:

- Compile monthly electricity, oil and water meter readings and reports
- Maintain records for photocopier operation and maintenance and be the first point of contact with suppliers
- Be the first point of contact and liaise with IT support service
- Monitor and change IT back-up tapes daily
- Fire Warden
- Undertake any other relevant duties commensurate with the role as may be allocated from time to time by the Finance and Office Manager

Conditions of service:

- The Conditions of Service of the National Joint Council for Local Government Services.
- The Local Conditions of Service are contained in a Staff Handbook.
- The post is subject to one month's notice on either side as well as the successful completion of the sixth month probationary period. .
- The operational base will be the Board's offices at Northleach.
- Casual car user allowance payable.
- The postholder will be required to comply with the Board's Health and Safety Policy.

PERSON SPECIFICATION
Finance and Office Administrator

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
GCSE grade C in English and Maths	Essential	Application
Business and Administration Apprenticeship or similar NVQ	Desirable	Application
Experience		
Previous administrative role and responsibility	Desirable	Application / Interview
Previous office working environment experience	Desirable	Application / Interview
Skills and Abilities		
The ability to work as part of a team.	Essential	Application / Interview
Good written and communication skills	Essential	Application / Interview
Knowledge of the SAGE accounting software	Desirable	Application / Interview
Good IT skills, use of Microsoft Word and Excel	Essential	Application / Interview
Personal Qualities and Attributes		
The flexibility to be able to respond to fluctuating workloads and priorities	Essential	Interview / References
Accuracy and attention to detail	Essential	Interview
Pride in producing accurate and well-presented work	Essential	Interview
A smart and well-presented appearance	Essential	Interview

