

## **JOB DESCRIPTION**

### **Administrative and Finance Manager**

#### **Job Purpose**

The Administrative and Finance Manager will deliver outstanding professional secretarial and finance support to the General Secretary and SLS Core Team. The post-holder is subject to the policies of SLS as determined by the Council of SLS.

**Department:**

SLS

**Location:**

Home based with occasional travel and overnight stays.

**Reports to:**

General Secretary

**Responsible for:**

Providing back up and support for the SLS Core Team

**Length of contract:**

Permanent.

**Salary range:**

Manager 1 Grade, Points 37 to 41.

Part time, pro rata 0.8 FTE. (28 hours per week)

#### **General duties**

1. Provide a high level of secretarial, administration for the General Secretary, the SLS Core Team, SLS Council, Executive & members.
2. Comply with Data Protection Principles in accordance with the Data Protection Act (1998)
3. Promote and present SLS in a positive image both within and outside the work environment.
4. Undertake professional development and training as required.
5. Participate in performance review.
6. Such other reasonable duties requested by the line manager commensurate with the post.

#### **Specific duties**

1. At all times provide a confidential, courteous, professional and knowledgeable point of contact for the General Secretary and the SLS Core Team, maintaining a professional demeanour at all times to promote a positive image of SLS.
2. Responsible for the collection of subscriptions including Direct Debits, increasing rates, tracking membership movement and ensuring database is kept current.
3. Ensuring training is given to the Membership Support Officer in the operation of the Database (CRM).
4. Design of literature, liaison with printers and negotiating rates.
5. Liaison with ASCL on membership queries, marketing HR and policy.
6. Management and administration of SLS Finances, including preparation of monthly income/expenditure accounts, Budgets and year end procedures.
7. Receiving and processing invoices and dealing with any queries

8. Overseeing Invoice preparation
9. Maintaining a system to track payment
10. Credit Control
11. Liaising with Bank
12. Meeting with treasurer and auditor
13. Arranging Auditor for final preparation of year end accounting.
14. Supporting SLS Treasurer.
15. Deliver excellent communications when dealing with incoming calls, email and post.
16. Build effective professional relationships with internal and external customers and stakeholders operating at a senior level.
17. Negotiate arrangements for General Secretary and SLS President attendance at third party events prioritising appointments according to the strategic aims of the association.
18. Secretarial and administrative support for the General Secretary and SLS Core Team, including drafting letters, agendas, minute taking and general administrative support as required.
19. Organisation and management of annual conference, meetings and events. Some overnight stays will be required. Assist with coordinating the press and high profile, VIP guest speakers.
20. Venue finding for events including Annual Conference
21. Arranging AV hire etc
22. Negotiation and entering into contractual agreements
23. Costing and Budget Management
24. Compiling promotional material and marketing
25. Generate income by securing sponsorship and Business Partners and arranging exhibition area at Annual Conference.
26. Providing timetable for organisation of conference including rooming lists, menus timings etc for venue.
27. Attend Executive & Council meetings and other meetings as required.
28. Coordination and Administration of Council and Executive Papers
29. Proactively draft letters, reports and other correspondence with a high standard of grammar and punctuation.
30. Manage the email inbox by filtering, prioritising and marking items for attention as required as well as responding to routine messages.
31. Maintain files, documents and correspondence ensuring that necessary materials are prepared and available in advance as and when needed.
32. To support the General Secretary and SLS Core Team manage workload and activities.
33. Regular upkeep of Website, including events, diary and general content.

### **Special conditions**

This job description sets out the main duties of the post on the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot justify a reconsideration of the grading of the post.

This job description will be reviewed annually and may be amended, in consultation with the post-holder, to meet the changing needs of the association.

**Last updated:** February 2025.

## **PERSON SPECIFICATION**

### **Administrative and Finance Manager**

We are seeking candidates with a good fit to the person specification; not meeting all criteria is not a bar from applying.

#### **Experience and qualifications**

1. Substantial and demonstrable experience of working in a similar role successfully with senior management.
2. Demonstrable experience of analysing information and considering alternative solutions, adapting to new ways of working where necessary.
3. Educated to at least SCQF Level 6 (Highers) or demonstrably equivalent standard with relevant vocational / professional qualifications.

#### **Skills**

1. First-rate organisational skills with the ability to multitask and prioritise complex multiple duties in order to meet deadlines with minimal supervision.
2. Excellent verbal communication skills with the ability to communicate with a range of stakeholders including government ministerial teams, officials and other senior staff.
3. Excellent ICT skills including but not limited to, the use of Word, PowerPoint, Excel, Web updating and databases.
4. Ability to work independently and successfully in a highly pressured environment, managing time effectively to provide a high level of support.
5. Ability to understand quickly and adapt to the internal decision making structures that impact on the organisation.
6. Ability to take the initiative using personal judgement and experience.
7. Excellent attention to detail.
8. Ability to identify, anticipate and prepare information requirements for meetings, appointments, presentations etc.
9. Ability to prioritise in an environment with multiple and conflicting demands.

#### **Personal qualities**

1. A genuine concern for the support of all members of the association
2. Ability to subscribe to the culture and principles of the association, and support its purposes and aims.
3. Ability to work flexibly and with high levels of diplomacy, sensitivity and integrity.
4. Demonstrably high standards of confidentiality and discretion.
5. Self-motivated. Ability to work effectively and professionally without close direction.
6. Ability to work on your own initiative with a high degree of self-confidence.
7. Capacity to accept direction, and work as part of a team.
8. Excellent interpersonal skills. Ability to build rapport across a wide range of people.
9. Vigour, perseverance, and good humour.
10. Calm, professional disposition especially when under pressure.
11. Willingness to travel and stay away from home as needed.
12. Willingness to work beyond traditional office hours.