



JOB DESCRIPTION

Area Finance & Business (FaB) Administrator

1.

DETAILS

Job Title	Area FaB Administrator
Annual Leave	30 Days annual leave (inclusive of public holidays, rising to 35 days after 5 years service)
Salary	£17,598.00 - £18,500 per annum, dependent on qualifications and experience
Hours	37.5 per week
Location	Based between our Falkirk base and Glasgow office at Melisa House, Brand Place, Glasgow G51 1DR
Reporting to	Business Co-ordinator



Term Permanent (following a successful probationary review after 6 months)

C-Change is a supported living organisation with a proven track record in delivering and designing creative, flexible and robust support services. We bring our experience of working with people to achieve their outcomes within their individual budget. By maximising natural supports, we can help people to identify how to get the most from their budgets to meet their personal outcomes, whilst enhancing their quality of life.

2. JOB PURPOSE

The Finance and Business (FaB) Team provides high quality administrative, business and financial support across the organisation.

The Area FaB Administrator will work directly with colleagues in a dedicated geographical Area or Project.

The post holder will work with colleagues to ensure the provision of timely, innovative and high-quality business support, keeping abreast and making best use of new and emerging practices and technologies. The post holder will work to uphold C-Change's values, creating a friendly and inclusive environment in service to colleagues and the People We Work For (PWWF). You will consult with fellow colleagues, exploring alternative or new ways of working and strive to be a positive and engaged member of the team.

3. KEY FOCUS AREAS

3.1 Responsibilities to your Area/Project

- As an Area FaB Administrator, you will be in service to our practice colleagues, sharing their vision in supporting the People We Work For to meet their personal outcomes.
- You will provide administrative support on all Finance and Business matters, including recruitment of staff, learning and development, finance



and payroll, entering and maintaining data and keeping personnel records in line with data protection and regulatory standards.

- We're looking for a confident communicator who can prioritise a varied workload and it's vital that you're able to achieve this without losing attention to detail.
- You will prepare correspondence and reports and be skilled in presenting information in an accessible, attractive and professional format.
- You will attend, record and transcribe minutes of formal and informal meetings as required and maintain confidentiality and professionalism.
- You will be the main point of contact for colleagues and team members in your Area or Project, seeking support, where necessary, from an appropriate colleague and maintaining communication updates.
- You will provide basic ICT support in troubleshooting problems and issues, as supported by the Information Systems Co-ordinator, including the administration of email accounts, providing Office 365 and intranet access to users whilst adhering to organisational security policies.
- You will provide basic finance administrative input, as supported by the Finance and Payroll Development Co-ordinators, including processing and filing of expenditure items such as purchase ledger invoices, staff expenses, credit cards receipts and petty cash. You will assist in basic processing of income such as bank receipts and chase aged debts as supported by the Finance and Payroll Co-ordinator.

3.2. Responsibilities to the organisation

- With other Area FaB Administrators, you will provide a support resource to the Falkirk Base, both internal and external facing, including the provision of call handling, call logging and reception functions presenting a positive, helpful and efficient image of C-Change Scotland.
- Contribute and play a positive role in team meetings, working groups, and events. Represent the FaB Team in specific working groups ensuring collaboration with group members and informing policies and procedures.
- You will provide cover and administrative support for all other Finance and Business colleagues and act as a named person in the absence of the Business Coordinator.



- You will assist in the organisation of meetings and events including promotion, organising equipment and refreshments and arranging travel and accommodation.
- You will assist in the co-ordination of office operations, procedures and resources.
- You will observe and implement Health & Safety policies and legislation.
- You will support the Business Coordinator in the strategic planning of the organisation.
- You will maintain the confidentiality of information about PWWF, employees and organisational business at all times

4. QUALITY ASSURANCE

- Provide relevant information, reports and statistics as required
- Work in accordance with C-Change policies and procedures, constantly refining, recording and reporting systems to ensure the provision of high quality information. You will ensure that systems which capture organisational, personnel and financial information are maintained and reported on actively across the organisation.
- Ensure the quality of data for internal and external reporting.
- You will ensure the organisations personnel function operates in compliance with standards set by, relevant legislation and external monitoring bodies i.e. Social Care, SCSWIS and SSSC supported by the Business Co-ordinator.

5. MISCELLANEOUS

- The Area FaB Administrator may be asked to take on other responsibilities at times determined by the needs of the organisation.
- Occasional travel throughout Scotland may be an expectation of the post.

Please Note: This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.