

Job Description

Name:	
Job Title:	Finance and Administration Assistant
Line Manager:	Chief Executive Officer
Line Manager for:	N/A
Date Started:	
Overall Purpose of Job:	
<p>This role will provide financial and general administrative support to Aberdeen FC Community Trust. The postholder will act as an initial point of contact with the Trust and will have responsibility for providing a warm welcome in a variety of settings, both in person and online, and will coordinate with appropriate colleagues to provide information and handle queries.</p> <p>The role will provide essential day to day support to the Management Accountant. It will also provide excellent administrative support across all areas of the Trust including Operations (Themes: Education & Positive Destinations; Football, Health and Wellbeing) and its Management Team.</p>	
Main Responsibilities/Description of Duties:	
<p>Admin Duties:</p> <ul style="list-style-type: none"> • Book travel and accommodation • Coordinate meeting rooms and catering arrangements • Provide assistance to the Management Team on specified projects as appropriate • Provide support to event arrangements • Undertake receptionist duties (at times out with office hours) • Respond to general enquiries on the phone and emails • Write and prepare minutes of meetings • Managing and creating Microsoft Forms – Changing Rooms Applications, Charity Requests, Kit Sizes & more • Maintain accurate and reliable records (paper/digital) • Maintain kit and equipment inventory • Support data collation for monitoring and evaluation reports • Distribution of accurate information (postal/digital) • Create certificates with MailMerge • Process email, personal and telephone enquiries in a timely manner • Support Team Leads to maintain office environment • Stock control and ordering • Produce slideshows (PowerPoint) and presentations as required • Provide logistical support to Operations Team • Improve, contribute and advocate best practice of process, procedures and policies • Submit let applications for third party facilities • Maintain AFCCT incident and accident log • Organise player kit signing sessions • Working with the Club for the “Aberdeen For All” scheme 	

Finance Duties:

- Monitor Finance Mailbox and action any relevant emails
- Liaise with suppliers to negotiate costs, generate and issue PO through Xero
- Generate Sales Invoices through Approval Max & send to customer once approved
- Generate Supplier Invoices (Bills) through Approval Max
- Review Just Giving Reports & action Thank You letters
- Maintain Donations log
- Cash handling
- Month End Payroll – Process & check Timesheets, Expenses, Mileage – collate timesheets once approved and add to payroll file
- Any other duties as outlined by Line Manager

Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and responsibilities may change within reason at any time with or without notice to suit the needs of the Trust.

Person Specification: Experience/Qualifications/Training/Personal Qualities	
Essential: <ul style="list-style-type: none"> • Excellent administrative skills. • Finance administration experience. • Strong planning and organisational skills. • Ability to recognise problems and identify/introduce solutions. • Proactive 'can-do', enthusiastic and flexible approach. • Highly motivated and able to work on own initiative when required. • Strong people skills. • Communicates with others in positive and influential manner. • Experience of working with confidential information. • Ability to build strong working relationships. • Attention to detail. • Collaborative team player. • Computer literate (advanced level MS word, excel, PowerPoint, outlook). 	Desirable: <ul style="list-style-type: none"> • Business Administration SVQ Level 3 or above qualification. • Experience of working in the third sector would be an advantage but not essential. • Experience of using a Financial system (preferably Xero).

Signed By Employee:	Signed By Line Manager:
Date:	Date: