BRITTLE BONE SOCIETY

JOB DESCRIPTION

POST: Administration & Finance Officer

Salary: £19 to 21k depending on experience

LOCATION: Head office-Dundee

Reports to: Chief Executive

Main Duties and Responsibilities

1. **Database Entry** of donations received, email responses, acknowledgements and thanks to donors & Trusts, updating and maintaining donor, corporate and Trust records and filing. (General upkeep of database records).

2. **Membership/supporter duties**: To assist with the development and maintenance of membership and supporter records and prepare mail-outs as required including membership/supporter payments from all sources e.g. Paypal, bank etc

3. **Manage all income**: Donations, Just Giving, Virgin Money Giving, and Paypal, bank, online etc (Subscriber)

4. **Event planning and administration**: including promotion of events. Liaison with participants, and general handling. Booking venues, dealing with conference organisers, contract handling, and all travel, attending events where required and managing event logistics.

5. **Office admin** – filing, stock level control of fundraising materials, leaflets, all general stationery, general admin support as required. Logging all incoming mail, scanning. Postage & packaging, going to PO. General letter support. Booking staff travel. Assist with annual returns e.g. OSCR CC paperwork (with CEO).

6. **Merchandise** – maintain stock levels and assist with product purchases.

7. **Assisting with Finance** - inputting Purchase Ledger invoices and recording income onto Sage. Petty cash, bank deposits, entering updates to restricted funds records, paying suppliers.

8. **Office utilities**: Handling building and other quotes for maintenance and other works. Contracts – for utilities e.g. gas etc.

9. **Assist with other duties as appropriate**

Reviewed 08/02/2019
Reviewed 07/02/2017
Reviewed 19/03/2019
This job description is intended only as a guide to the main responsibilities and is in no way intended to restrict any individual in the performance of other duties as required by the Society.

Brittle Bone Society ask you to note that this job description doesn't form part of the Terms and Conditions of postholders’ contract.