



Belmont Community Cinema

JOB DESCRIPTION

1. ORGANISATION

POST TITLE: Information and Finance Administrator

LOCATION: Belmont Community Cinema (Aberdeen)

STATUS: Part time (21hrs per week, negotiable)
One-year fixed term (with option to extend dependant on funding)

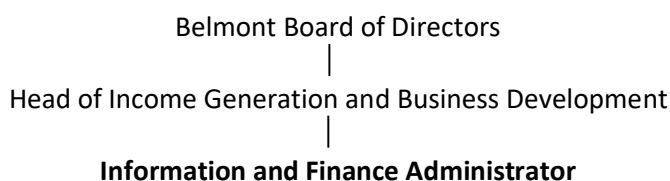
SALARY: £27,032 - £29,375 pro rata

2. JOB PURPOSE

A key member of the fundraising team, the post holder will be responsible for the effective administration of the organisation and the fundraising campaign, through providing high-quality administrative support.

This will include a range of tasks supporting the effective administration of the campaign, including providing specific support to financial administration and reporting, processing donations and gift aid and collating monitoring and evaluating data.

3. REPORTING RELATIONSHIPS



4. MAJOR TASKS

- 4.1. Undertake general administrative duties to support the fundraising campaign
- 4.2. Provide administrative support
- 4.3. Support all financial administration
- 4.4. Support evaluation and monitoring processes
- 4.5. Undertake other related duties as required.

5.	ACTIVITIES
5.1	Undertake general administrative duties to support the fundraising campaign
5.1.1	Develop, maintain and update appropriate record-keeping systems
5.1.2	Ensure all data and information is stored and managed in a compliant and confidential manner
5.1.3	Support the planning and delivery of events, including coordinating venue bookings, catering and other logistics
5.1.4	Arrange and attend meetings, including taking and distributing minutes of meetings
5.1.5	Support the Board of Trustees in ensuring compliance with OSCR requirements
5.1.6	Produce reports and information as required
5.2	Provide administrative support to the fundraising campaign
5.2.1	Accurately record all donations, income and supporter/volunteer information, following relevant data protection regulations
5.2.2	Process donations and make gift aid claims
5.3	Support financial administration for the Belmont Cinema
5.3.1	Process invoices and orders and record financial transactions in accordance with the organisation's financial procedures
5.3.2	Administer expense and mileage claims
5.4	Support evaluation and monitoring processes for the organisation
5.4.1	Record and input data into relevant databases to enable accurate reporting
5.4.2	Support the management team and/or trustee board in the collection and preparation of relevant information and statistics for funding applications and reports
5.5	To undertake other related duties as required.
5.5.1	Take part in training and attend relevant meetings as required.
5.5.2	Undertake other duties as required by the management team and/or Trustees

Person Specification

Job Title: Information and Finance Administrator

Salary: £27,032 - £29,375 pro rata

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	Extensive experience of administration or office management	Previous experience in charity administration Experience of working with a Board of Trustees or management committee
2. QUALIFICATIONS	Educated to higher level or equivalent, with qualification in maths, finance or equivalent work experience. or Two years' experience in a similar role	
3. SPECIAL SKILLS/ APTITUDES	Excellent written and oral communication skills. Good planning and organisation skills. Good computer literacy skills, including Microsoft Teams, Outlook and Excel Good attention to detail Ability to work independently and be self-motivated Good time management skills, with the ability to work to deadlines and manage multiple projects	
4. PERSONAL QUALITIES	Ability to work on own initiative and as part of a team, and to contribute to future plans Well-developed interpersonal skills with ability to communicate well with the public in a non-judgmental manner Flexible attitude and willingness to work unsociable hours to meet the needs of the organisation Willingness to expand professional practice through on-going training, a commitment to personal learning and development Understanding of the importance of confidentiality and adherence to data protection regulations at all times Enthusiasm for the goals of Belmont Community Cinema	