

## Royal Caledonian Education Trust

### Office Manager

<b>Responsible to:</b>	CEO
<b>Salary:</b>	£14,000 pa
<b>Hours:</b>	20 hours per week.
<b>Location:</b>	RCET Head Office, 15 Hill Street, Edinburgh EH2 3JP

#### Purpose of Job

The Office Manager manages RCET's Edinburgh Head Office, supports the Chief Executive and Board of Trustees, provides administrative and organisational support to the staff team and manages the processing of all of RCET's financial transactions.

#### General Responsibilities

- Administrative, secretarial and organisational duties.
- Management of the RCET Head Office
- Providing efficient, proactive and confidential Admin support to the CEO.
- Servicing and minuting Board of Trustees' meetings.
- Financial processing and management.
- Assisting with the Charity's website and social media.
- Assisting with the administration of events on behalf of RCET.
- Office and general duties.
- Other ad-hoc office duties as required to ensure the smooth running of RCET.

#### Specific Tasks

##### Office Management

- Opening incoming mail and distributing, as appropriate.
- Maintaining all RCET subscriptions, memberships and insurances.
- Liaising with the landlord or his representatives regarding office premises inc. Health and Safety.

- Ensuring appropriate office resources such as stationery, equipment and materials are available.
- Liaising with the RCET's IT support as necessary.
- Liaising with the London Metropolitan Archive regarding the RCET's archives.
- Maintaining the office manual on all aspects of administration/Office /HR information.
- Maintaining an inventory of office equipment.
- Such other tasks as shall reasonably be required by the Chief Executive.

#### Administrative, secretarial and organisational duties

- Answering general calls and enquiries made to RCET via telephone, email, website and social media.
- Drafting and typing correspondence for and on behalf of the Chief Executive.
- Assisting in the preparation of documents, reports, applications and presentations.
- Assisting with maintaining RCET's fundraising and contacts database.
- Managing the Chief Executive's and office diaries.
- Creating and maintaining the schedules of all RCET meetings and events and coordinating dates by which papers are to be prepared and circulated.
- Assisting the Chief Executive in preparation for meetings and appointments.
- Organising appropriate travel arrangements for the Chief Executive and BoT members and preparing detailed itineraries.
- Processing all invoices, staff expense claims and preparing credit card reconciliations.
- Maintaining and developing appropriate office processes and systems.
- Updating the Charity's Website and social media as necessary.

#### Servicing Board of Trustee Meetings and other meetings

- Assisting the CEO in preparing the agenda for each Board of Trustee' Meeting and other meetings as required.
- Attending and minuting Board of Trustee meetings. Obtaining approval of minutes, ensuring the signatures and circulating as appropriate.
- Servicing the administrative requirements of other RCET meetings as required by the Chief Executive.

### Financial Management

- Ensuring that all financial activities are carried out, recorded and accounted for, including:
  - ◆ Charity bankers: including staff salary payments, online payments, donations, office financial transactions, credit cards.
  - ◆ Liaise with RCET accountants in relation to the processing and recording of transactions ensuring monthly financial transactions are actioned.
  - ◆ Payroll managers: ensuring staff salary payments are actioned and/or amended as necessary on a monthly basis and PAYE payments are made monthly to HMRC by the deadline.
  - ◆ Liaising with the auditors during the audit period and with regards to the annual returns to the Charity Commission and OSCR.

### Assisting with the Trusts' Events

- Assisting with the organisation, and attending such events, where appropriate, including sourcing and preparation of relevant resources, event bookings and maintaining relevant paperwork.

## Skills and Experience

### Essential

- Experience of Office Management
- Experience across a range of administrative tasks, including excellent verbal and written communication.
- Experience of minute taking.
- Strong organisational skills.
- Excellent interpersonal skills.
- High level of numeracy. Solid IT skills (Word, Excel, PowerPoint, Access, Outlook. Publisher is desirable) including awareness of social media and experience of its use.
- Ability to undertake financial processing.
- Ability to work effectively within a small team, using own initiative, prioritise and organise own workload. Being strongly self-motivated.
- Demonstrate a professional manner when dealing with both internal and external stakeholders.

### Desirable

- Knowledge of database
- Understanding of the Scottish education sector and/or the issues affecting Armed Forces families.
- Knowledge of QuickBooks.

**Pension Scheme.** RCET offers a Pension Plan, with Smart Pension. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to statutory minimums) with RCET contributing up to 4% of gross salary

**Annual Leave.** RCET leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave (including public holidays). These allowances are pro-rata for part time employees.