



Project Administrator



ROLE DESCRIPTION

GRADE

Grade 3

LOCATION

Craiglockhart, Edinburgh

LINE MANAGER

Finance & Office Co-ordinator

ROLE SUMMARY

To support Equate Scotland's work by providing administrative support to our projects and project staff. This includes financial administration. First point of contact for managing and updating of the Customer Relationship Management system.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

MAIN DUTIES AND RESPONSIBILITIES

- To develop the CRM application producing relevant queries and reports as required.
- To maintain data for collation of information to evidence project activity, targets and outcomes for evaluation in line with external funding requirements.
- To assist with the collection and organisation of data for contacts (people and organisations).
- Input data following events including monitoring forms, evaluation forms and any other information relating to reporting targets, complying with GDPR processes.
- To identify and support the team's training needs to ensure the CRM application is fully utilised.
- To support the Finance & Office Co-ordinator to provide a full administrative service to the team on Equate projects: assistance in the preparation of reports, managing mail and central e-mail accounts, maintaining of manual and online files and records.
- To maintain records of spend for allocated projects, monitoring actual expenditure, online purchasing, processing expense claims, raising purchase orders, raising sales invoices, running financial reports.
- Assist Finance & Office Co-ordinator in preparation of quarterly and annual financial reporting. Prepare for and participate in financial and quality audits.
- To support the team in making arrangements for travel, accommodation or meetings as required.
- To provide a helpful point of contact for Equate Scotland, capturing information about enquiries in an efficient manner and passing it on to an appropriate member of the team.
- Any other relevant duties in support of the work of the Equate Scotland.

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

EDUCATION / QUALIFICATIONS

- HNC or equivalent.



SKILLS / EXPERIENCE

- Good experience of general office administration.
- Sound knowledge and experience of CRM systems.
- Experience of financial reporting, keeping accurate records, spreadsheets and monitoring budgets.
- Track record of supporting a team.
- Experience of Raiser's Edge CRM system.
- Experience of Agresso finance system.
- Confident IT user including Microsoft Office, in particular Word, Excel and Outlook applications.
- Demonstrate ability to plan and prioritise workload.
- Able to communicate in writing in a clear and concise manner.
- Good interpersonal skills with the ability to communicate confidently with people at all levels and from all backgrounds.

