

Argyll & Bute Citizens Advice Bureau

Job Description

Job Title:	Executive Assistant
Responsible to:	Bureau Manager
Main purpose of job:	Responsible for the smooth operation of the management of the Bureau, overseeing admin functions and all financial reporting.
Details:	The position is 35 hours per week, based in Lochgilphead with a requirement to travel as necessary
Fixed Term:	Dependent on continuation of funding the role is funded until March 2023

Key tasks / functions:

- Collation and maintenance of accurate, up to date financial records and inputting income and expenditure to online accounting system.
- Collation and administration of Payroll records on Xero management accounting system
- Produce monthly bank reconciliations and keep Manager fully aware of any anomalies or difficulties.
- Preparation of Management Accounts for quarterly Board Meetings
- Assisting the Manager with the development of robust and detailed financial information for inclusion in Funding Applications, Monitoring and Evaluation Processes for all services and projects.
- Coordinating the workload of admin staff and volunteers, and lend support to staff members over procedures and day to day running of the Bureau
- To ensure all personnel administration records are kept up to date in line with data protection legislation.

- To assist with developing and maintaining effective filing and information retrieval systems for both electronic and paper documentation. Seek continual improvement in recording and storage systems.
- To ensure relevant information is rolled out appropriately and timeously to Manager, Staff, Volunteers and Board Members.
- To assist with the development and organisation of policies and procedures and their review timetable.
- To assist with sourcing and ordering office supplies and services as required.
- To work on own initiative seeking support and guidance from the Manager as required.
- Ensure that all general, written and telephone enquiries are dealt with efficiently, professionally and courteously and where necessary, information is passed on to appropriate worker without delay.
- Write and prepare minutes of Board, Sub committees, Staff and Volunteer meetings.
- Ensure your Skills to carry out duties are kept up to date through a programme of personal development training in-house and external as required to meet the demands of the post.
- Any other duties relevant to this post and as directed by the Strategic and Operational Managers