

SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST

JOB DESCRIPTION

Job Title: Finance/ Office Manager

Responsible to: Chief Executive

1. BASIC PURPOSE AND PRIMARY OBJECTIVES

1. Control the finance and accounting functions of the Trust.
2. Manage the administration of the Trust in the most cost-effective and efficient manner.
3. Ensure the integrity and efficiency of the computer network.
4. Ensure compliance with the legal and financial requirements of the Trust.

2. MAIN DUTIES

1. Prepare annual budgets for the Trust.
2. Prepare regular management accounts for the Trust.
3. Prepare the annual financial statements of the Trust.
4. Report regularly to the Trustees on financial issues.
5. Responsible for Motor fleet management.
6. Responsible for Payroll and HMRC.
7. Responsible for Pension schemes.
8. Responsible for BUPA schemes.
9. Responsible for Trust insurance policies.
10. Staff HR records.
11. Ensure that the administrative procedures of the Trust are carried out to a high quality and standard.
12. To promote the Trust and the SJIB Apprentice Training Scheme at all times.
13. Ensure the IT systems and procedures of the Trust are secure and maintained to a high quality and standard.
14. Co-ordinate operational aspects of SECTT IT systems with other Senior Management of SECTT.
15. Deputise for the Chief Executive when appropriate.

3. SUPERVISORY AND MANAGERIAL RESPONSIBILITIES

1. Ensure quality standards are maintained to Skills Development Scotland (SDS) standards.
2. Ensure that SECTT adhere to SDS Operating Rules.
3. Quality assurance.
4. To authorise and approve expenditure within agreed limits.
5. To act as an authorised signatory of the Trust.
6. Meet the requirements of OSCR.
7. Bank investments.
8. Preparing and arranging audits.

4. OTHER RESPONSIBILITIES

1. To assist the Chief Executive when required.

5. DECISIONS MADE

1. Purchase of assets.
2. Manage administration staff.
3. Periodically review and identify IT systems/software for SECTT.
4. Periodically review and identify virus checking systems/software.
5. Identify IT training for SECTT staff.

6. KNOWLEDGE AND SKILLS REQUIRED

1. Management experience at senior level.
2. Computer literate.
3. Awareness of apprenticeship schemes.

7. QUALIFICATION AND TRAINING

1. Recognised accountancy qualification.
2. Driving licence.
3. Ongoing training in required software programs.
4. Continuing Professional Development.

8. ANY OTHER RELEVANT COMMENTS

1. SECTT reserves the right to amend or add to your job description.