



## JOB DESCRIPTION

### Administrator

**Reports to:** Chief Executive Officer

**Job Purpose:** To ensure the efficient day-to-day operation of the Proton Foundation office, and support the work of Ian Green Communications.

#### **ABOUT THE PROTON FOUNDATION ([www.protonfoundation.com](http://www.protonfoundation.com))**

The Proton Foundation is a faith-based (Christian) charitable company that seeks to see positive cultures created in our world through community, business and educational projects.

#### Aims & Objectives

- To work with individuals and corporate bodies who have the potential to see significant advancement in terms of personal, corporate, social and economic development in business, community and education sectors of society through practice aligned with the Proton Foundation core values.
- To develop the capacity and skills of members of socially disadvantaged communities in such a way that they are better able to identify and help meet their needs and to participate more fully in society.
- To promote the development of young people in achieving their full physical, intellectual, social and spiritual potential as individuals, responsible citizens and members of their local, national and international communities.
- To relieve financial hardship.

#### **ABOUT IAN GREEN COMMUNICATIONS ([www.iangreen.org](http://www.iangreen.org))**

Ian Green is an international speaker, teacher and communicator. Ian Green Communications (known officially as Ian Green Ltd) is a registered company providing teaching and training services in a Christian context. This company also provides the covering for Ian's business ventures.

#### **Duties and Responsibilities:**

##### 1. *Office administration*

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Process incoming mail for distribution
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedures
- Update and ensure the accuracy of the Organisation's databases
- Provide secretarial and administrative support to management and other staff
- Coordinate the maintenance of office equipment
- Review and maintain current contractual agreements
- Manage and update the Action plans and partnership agreements for the Organisation
- Design and support project analysis and evaluation tools and support team to comply to funders reporting requirements
- Assist with fundraising applications for projects as required
- Manage DBS applications
- Assist CEO with HR responsibilities (e.g. appraisals, induction etc)



## 2. *Assist with financial management*

- Use computer software to prepare invoices and financial statements
- Code and file financial material according to established records management procedures
- Process accounts payable ensuring timeliness and accuracy of information
- Process accounts receivable ensuring timeliness, accuracy of codes and appropriate backup
- Prepare accurate bank reconciliations and deposits
- Administer petty cash and Pay Pal according to established procedures
- Assist with financial reports as required
- Month end duties as required
- Prepare end of year accounts for Company's House, Charity Commission and our Accountant.
- Assist Executive Director in completing his expense forms for travel etc.
- Co-ordinate bank deposits and report results on regular basis to management
- Oversee payroll by preparing information for external payroll organisation, and overseeing tax returns
- Oversee the management of donations received from UK and international payments
- Oversee the management of gift aid and submit returns to HMRC
- Update and ensure the accuracy of the Organisation's database with donors details

## 3. *IT Support*

- Manage and oversee IT contract ensuring that:
  - Server is maintained and backed up
  - Email/diary are available for all team members

## 4. *Provide secretarial support to the Board*

- with the Executive Director, prepare meeting agendas and supporting material for distribution
- Ensure the timely distribution of material to the Board
- Support the Board with meeting, travel and other arrangements
- Draft minutes of Board meetings for review by the Executive Director
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- Create action list for management staff from board meetings
- Oversee organisational policies and ensure board regularly review

### **Experience**

- 2-5 years experience in an administrative role
- 1-3 years of experience of working in the charitable sector

### **Qualifications, Skills and Experience**

1. shall be a detail-oriented, Organised, logical thinking and methodical person with the ability to cope with pressure.
2. shall be able to prioritize time effectively and work on one's own initiative.
3. shall have good administrative and Organisational skills.
4. shall be proficient in the use of IT and have a high degree of software literacy, i.e. Microsoft Office
5. shall have good communication skills both verbally and written.
6. shall have a presentable telephone manner.
7. shall be a person of character who is flexible and has a servant's heart.
8. Shall have experience of recording financial transactions and reporting using Quickbooks or Sage.
9. Shall have skills and experience in the design and layout of text and graphics using Adobe Photoshop and Illustrator.
10. Shall have experience of website content management.



### *Personal characteristics*

Administrator should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the Organisation.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the Organisation.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Partner/Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the Organisational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance Organisational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the Organisation.
- **Organisation:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the Organisation forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **REIMBURSEMENT**

1. This position is compensated at a salary rate of £18,500-20,000 (pro rata) dependent on experience
2. Hours: Part time basis 30 hours per week – Monday-Thursday, although this is flexible as to need
3. Holidays annually 20days (pro rata), plus bank holidays and Christmas and New Year Office closure
4. Expenses incurred whilst travelling or representing the organisation will be covered by the Proton Foundation.

**LOCATION:** The international Office, UK or remote working possible

**CLOSING DATE:** n/a