

JOB DESCRIPTION

Service Administrator



JOB PURPOSE

To provide effective delivery of administrative support to the Service, in line with Aberlour systems and procedures

PRINCIPAL ACCOUNTABILITIES

- Meet the day-to-day administrative requirements of the Service including reception duties/hospitality/ taking phone calls, coordinating meetings, mail ensuring consistency of application of Aberlour procedures.
- Maintain manual and electronic storage and retrieval systems
- Provide comprehensive financial administration, supported by Regional Finance Officer, to ensure accurate recording and inputting of data
- Coordinate and input data for staffing returns including holidays and other absence recording and reporting
- Coordinate building and equipment needs as required: e.g. point of contact and liaison with building managers, repairs and utilities people
- Provide regular management information, in an agreed format and ad-hoc information and support as required.
- Assist staff and managers to apply Aberlour systems to ensure effective data storage, interrogation and dissemination of information and provide first-line support for ICT at service level.
- Assist service team to ensure high quality communications and reporting
- Induct and support staff in the Aberlour and service administrative procedures and ICT systems to ensure consistency

SCOPE OF PLANNING AND ORGANISING

The post holder reports to Service Manager or Administration Manager as appropriate

The post holder has regular contact with the line manager and takes part in regular team meetings.

The administrative work plan will be agreed with the line manager. Once the work plan has been agreed, the post holder will manage and prioritise day-to-day tasks as well as ad-hoc demands, referring any problems to the line manager. The post holder will contribute to the development of administrative services to ensure consistency in the planning and application of Administrative systems and development of the administration team.



SCOPE OF JUDGEMENT AND DECISION MAKING

The post holder will apply Aberlour standards within a range of established administrative and financial procedures. The post holder will work with service manager to engage with the team to ensure these fit local needs and to ensure that they are consistently applied and meet quality requirements

The post holder is expected to work on own initiative and make decisions within agreed boundaries, based on experience and practical understanding of systems.

The post holder will often work in close proximity to service staff and users. While s/he needs to be flexible in their approach to tasks, they will need to exercise good judgement in setting boundaries, particularly in relation to ad-hoc non-administrative tasks. S/he will make daily judgements about priorities and the need to balance support to the team members and maintain good working relationships.

The post holder needs to maintain sensitivity and confidentiality in many aspects of the working environment such as disability, race, gender and socio-economic issues

The post holder will contact the line manager for guidance on any concerns and will also have support on administration issues from the Administrative Manager, and/or the Regional Administrator as applicable.

RELATIONSHIPS

As one of the first points of contact, the post holder represents both the service and Aberlour, interacting with a wide variety of individuals and agencies in the course of their work.

Internal

- Work closely with service colleagues as a member of the service team
- Where post holder is based in operational unit there is regular interaction with service users
- Liaise with Head Office, Regional Administrator and other Aberlour services

External

- Liaise with various external agencies
- Liaise with contractors and suppliers with regard to purchasing of services and supplies

QUALIFICATIONS

A relevant qualification at SCQF level 7 or above

or

Equivalent knowledge acquired by other means (this will not apply where there are externally specified qualifications for the post e.g. SSSC)



EXPERIENCE

The post holder will have experience of working in a busy office environment.

KNOWLEDGE / SKILLS

- Intermediate level office software, word-processing, spreadsheet and personal information management tools.
- General knowledge of financial recording

Skills

- Organising and co-ordinating events and meetings effectively.
- Verbal and written communication and interpersonal skills
- Accurate data entry
- Ability to organise own work and to prioritise often conflicting requirements
- Process and obtain a variety of information and data using standard ICT applications
- Proofing, formatting and presentation of documents
- Effective time management
- Negotiating skills

JOB CHALLENGES

Providing support to the team whilst having responsibility for own work plan and tasks

Supporting delivery of a consistent approach to administrative and communication