

Job Description

Job Title:	Administrator
Reports to:	Director of the Ancient Monuments Society & Director of the Friends of Friendless Churches
Duration:	Up to 14 months (maternity cover, FTC)
Salary:	£25,000 - £27,000 pa (depending on experience), pro rata (4 days/week) + 6% pension contribution
Job Purpose:	To support the day-to-day operation and smooth running of the Ancient Monuments Society (AMS) and the Friends of Friendless Churches (FoFC). The principal aspects of the role are: to administer the membership scheme, to help organise events and meetings, to maintain accounts for both societies and to provide high-quality administrative support to the Directors.

Membership Scheme

To administer all aspects of the societies' joint membership scheme and to maintain the database of members.

To enrol new members and deal with membership queries in a professional and friendly manner.

To oversee Direct Debit payments, liaising with the societies' supplier.

To log payments, bank cheques, invoice institutional members and subscription agencies.

To act as the person responsible for data protection and compliance with GDPR.

To liaise with the societies' printers in support of dispatch of the newsletter and other mailings.

To oversee the design of inserts included in mailings to publicise AGMs and other events.

Events and meetings

To help organise and run AMS Autumn Visits.

To help organise and run the FoFC Trustees' Tour, and occasional church inspections for Trustees.

To help organise and run AGMs for both societies.

To help organise, attend and minute Council meetings for both societies and FoFC Investment Committee meetings.

To prepare reports for Trustee meetings, including membership reports and budget information.

To help co-ordinate FoFC marketing materials for Heritage Open Days and Open Doors Wales.

Accounts and Finance

To keep financial records for both organisations.

To provide monthly figures for the Directors and Treasurers and summaries for Trustee meetings.

To make periodic Gift Aid claims for both charities and reclaim VAT paid on repairs to FoFC churches under the Listed Places of Worship scheme.

To ensure financial records are correctly filed and that relevant papers are sent to the societies' auditor each year.

To pay in cheques and some cash for subscriptions, donations, annual visits and AGM events etc.

To manage payments to suppliers.

To assist the Directors and Treasurers of both Societies in preparing annual budgets.

Office Administration Support and HR

To provide office support by answering the telephone, taking messages and replying to emails.

To order stationery, keep an up-to-date filing system and to ensure all office equipment is maintained properly.

To act as a point of contact with the Societies' IT consultant and to troubleshoot simple IT problems.

To fulfil occasional orders for sale of publications, keeping the index of publications up to date.

To administer staff salaries and PAYE monthly via HMRC Payment tools programme.

To administer employee and employer pension contributions via NEST.

To submit HMRC Returns.

To maintain up-to-date staff records.

Person Specification

Training, experience & qualifications	
Essential: <ul style="list-style-type: none">• Educated to degree level or equivalent• Experience of working in a busy office environment	Desirable: <ul style="list-style-type: none">• Experience of working for a small organisation• Experience of customer service• Experience of dealing with suppliers• Experience of organising events• Interest in the historic environment
Knowledge and skills	
Essential: <ul style="list-style-type: none">• Excellent IT skills, including Word, Excel (mail merge), Outlook and Access• Excellent telephone manner• Excellent numeracy skills	Desirable: <ul style="list-style-type: none">• Accounting experience• Experience of using desktop publishing software
Personal skills and attributes	
Essential: <ul style="list-style-type: none">• Excellent oral and written communication skills• Excellent team working skills• Self-motivation• Ability to work without direct supervision• Good attention to detail• Ability to problem solve / multi-task• Good time management skills	Desirable: <ul style="list-style-type: none">• Awareness of the heritage sector