

ROLE PROFILE

Job Title:	Administrator	Reports to:	Policy and Regulations Manager/Finance Manager
Based at:	Holly Walk, Leamington Spa	Date:	June 2016
Hours	09:00 – 17:00 - Monday to Friday		

Job Purpose

To provide administrative support to the various ENTRUST departments to assist in the effective and professional operational delivery of:

- Administrative support to the Policy & Regulations Team and the Finance Team;
- Administrative support to the Communications Manager and the PA to the CEO;
- Any other duties which are commensurate to the role.

Key Results Areas

Typical Tasks

Administrative Support

Provide assistance to the Policy and Regulations Team:

- Provide information and guidance to stakeholders by email and telephone;
- Assist with the processing of Enrolment and Project submissions (Forms 1 and 2);
- Act as a contact for Environmental Bodies (EBs) wishing to update their enrolment or project information;
- Provide helpdesk support to EBs with ENTRUST Online (EOL);
- Provide assistance with training event or travel administration; and
- Support the day to day smooth running of team.

Provide assistance to the Finance Team:

- Petty Cash administration, including payments to staff, month end reconciliation and production and input of a journal to Sage;
- Form 3 Levy Invoicing administration, including updating Sage, EOL and contacting EB's for payment of the invoices within the credit terms
- Process cheques received which includes updating Sage, EOL and depositing them to the Company Bank;
- Process supplier invoices, includes obtaining authority for payment, updating Sage and filing;
- Processing expense claims from employees;
- Processing Bank Payment runs, usually on a weekly basis;
- Assist with monthly reporting requirements to includes reconciliation of control accounts; and
- Some filing duties.

Provide assistance to the Communications Manager:

- Monitor and record the activity for the organisation's Twitter account;
- Monitor and respond to enquiries (or forward to relevant staff) in the Communications inbox during the Communications Manager's absence;
- Provide assistance and set up for events and the LCF Communications Forum;
- Assist in the collation of case studies for display on the ENTRUST website.

	<p>Provide assistance to the PA to the CEO:</p> <ul style="list-style-type: none"> • Assist with the copying and collation of Board Papers; and • Assist with meeting preparation, event administration and minute taking
Manage Information and Helpline e-mail addresses	<ul style="list-style-type: none"> • Manage generic mailboxes for the Policy & Regulations and Finance team; • Reply to basic queries on the Landfill Communities Fund and the Regulations; and • Forward more complex queries to other team members or relevant departments for response.
Co-ordinate Meetings	<ul style="list-style-type: none"> • Arrange and co-ordinate Team meetings in accordance with best business practice; and • Take minutes of meetings and ensure they are distributed in line with agreed timeframes.
Delivery of Corporate Objectives	<ul style="list-style-type: none"> • Support corporate objectives and Policy and Regulations Manager in order to deliver ENTRUST's objectives; • Support the delivery of KPIs as per the Corporate Plan; • Liaise closely with other team members; and • Operate effectively in concert with the Compliance Assistant to manage peak workloads and absences.

Person Specification

Knowledge, Skills & Experience:

- Experience of Sage 50 accounting software, or a similar product would be preferred but is not essential, as internal training will be available;
- Experience of dealing with external enquiries;
- Numerate and literate;
- Good working knowledge of Microsoft Office including Word, Excel and Outlook;
- Willingness to assist with ad hoc projects; and
- Excellent communication skills, both written and verbal.

Personal Attributes:

- Displays positive attitude;
- Demonstrates high levels of initiative and a "can-do" attitude;
- Good communication skills with the confidence to deal with people at all levels;
- Honesty, integrity and confidentiality;
- Ability to work confidently, proactively and be able to self-manage;
- Able to maximise personal effectiveness;
- Extremely organised – able to produce written material to agreed timescales;
- Ability to work under time pressure;
- Flexible in approach;
- Ability to plan and prioritise;
- Strong attention to detail
- Enthusiastic, committed and willing.

Special Features

- Interest in community funding and the environment