



## Job Description

<b>Job Title:</b>	Administrator
<b>Reports to:</b>	Director of the Ancient Monuments Society & Director of the Friends of Friendless Churches
<b>Duration:</b>	Up to 14 months (maternity cover, FTC)
<b>Salary:</b>	£25,000 - £27,000 pa (depending on experience), pro rata (4 days/week) + 6% pension contribution
<b>Job Purpose:</b>	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 basic 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	
<b>Essential:</b> <ul style="list-style-type: none"><li>• Educated to degree level or equivalent;</li><li>• Experience of working in a busy office environment.</li></ul>	<b>Desirable:</b> <ul style="list-style-type: none"><li>• Experience of working for a small organisation;</li><li>• Experience of customer service;</li><li>• Experience of dealing with suppliers;</li><li>• Experience of organising events;</li><li>• Interest in the historic environment.</li></ul>
Knowledge and skills	
<b>Essential:</b> <ul style="list-style-type: none"><li>• Excellent IT skills, including Word, Excel (mail merge), Outlook and Access;</li><li>• Excellent telephone manner;</li><li>• Excellent numeracy skills.</li></ul>	<b>Desirable:</b> <ul style="list-style-type: none"><li>• Accounting experience;</li><li>• Experience of using desktop publishing software.</li></ul>
Personal skills and attributes	
<b>Essential:</b> <ul style="list-style-type: none"><li>• Excellent oral and written communication skills;</li><li>• Excellent team working skills;</li><li>• Self-motivation;</li><li>• Ability to work without direct supervision;</li><li>• Good attention to detail;</li><li>• Ability to problem solve / multi-task;</li><li>• Good time management skills.</li></ul>	<b>Desirable:</b> <ul style="list-style-type: none"><li>• Awareness of the heritage sector.</li></ul>