

Job Description

Admin Assistant

Reporting to: Office Manager

Job Purpose:

To provide reliable, organised, and proactive administrative support that strengthens Trellis' operations, enhances communication, and enables staff, practitioners, and partners to focus on providing therapeutic gardening services across Scotland.

The primary responsibility of this role is the management of finance tasks, which will be carried out on a weekly basis. Other duties within the remit of this post occur less frequently, with some activities required only once per year.

Responsibilities and main tasks

Financial

- Maintain financial records, flag anomalies, balance monthly cashflow and share updates with the Treasurer, fundraisers, line managers and CEO.
- Pay creditors, reimburse expenses, manage invoices, cheques and payment platforms, and keep secure records.
- Work with the examiner to provide year end accounts information & plan towards sign off at AGM.
- Check payroll and pension figures provided by the payroll administrator and arrange salary and HMRC payments.
- Coordinate with the payroll administrator to ensure pension arrangements, maintain payments and flag reporting deadlines.
- Fulfil orders in the web shop and maintain stock records.

Events

- Support planning and organisation of conferences, seminars, AGM, board and strategy meetings, attending where appropriate.

Information Management

- Keep Civi CRM records and contact history up to date, managing incoming and existing information while maintaining confidentiality as appropriate.
- Helping keep website content up to date.
- Export reports, prepare minutes, documents and records for Board, funders and regulators.

Office Maintenance

- Manage liaison with landlord and any suppliers/contractors.
- Order supplies and maintain suitable stock levels.
- Maintain compliance records for insurance, PAT testing, ICO, business rates and health and safety.
- Review service providers and supplier contracts for quality and value.

Other:

- Work positively with staff and volunteers and promote Trellis' aims and public image.
- Take responsibility for your safety and avoid risks to colleagues and visitors.
- Follow Trellis policies and good working practice.
- Undertake appropriate training as agreed with your line manager
- Undertake other duties needed to support Trellis' effective operation.
- Attend events as required e.g. careers events, conferences etc.