PEEBLES COMMUNITY TRUST
HELPING THE COMMUNITY HELP THE COMMUNITY

Recruitment of PCT Administrator

Title: Administrator

Reporting to: PCT Board

Rate of pay: £9,360 per annum

Pension: Employer contribution 3%

Hours: 12 hours per week (flexible)

Holiday Entitlement: as per UK employment law

Based: School Brae Hub, Peebles

Peebles Community Trust (PCT) seeks to appoint an **Administrator** to manage financial and administrative tasks.

ABOUT PEEBLES COMMUNITY TRUST

Peebles Community Trust (PCT) was established in 2012 and is registered as a not-for profit Development Trust limited by guarantee and whose objective is *"A sustainable Peebles - strengthening and improving the community's physical, economic, social and cultural infrastructure"*

DUTIES AND KEY RESPONSIBILITIES

• Responsible for administration and financial requirements for Peebles Community Trust

• Finances (record financial transactions, payments, payroll, monthly financial report to Board, liaise with accountant, administration for Companies House and OSCR)

• Correspondence/emails

• Read electricity meter/manage building keys

• Administration of umbrella groups

• Subscriptions

• Any other reasonable duties to meet the Peebles Community Trust requirements

PERSON SPECIFICATION

Essential Skills:

• The ability to work on your own initiative and without supervision

• The ability to manage a varied workload and prioritise tasks

• The ability to work well within a team environment

• The ability to problem solve effectively

• Excellent communication skills and interpersonal skills

• IT skills and proficiency with Office 365

• Knowledge of accounting software (training provided)

• Excellent attention to detail

To apply:

Please send your CV and a covering letter, indicating your suitability for this position, to:-
Peebles Community Trust, School Brae Hub School Brae PEEBLES EH45 8AT

Email: office@peeblescommunity.org

Website: https://peeblescommunity.org

If you would like to discuss the role in more detail, please use the email address above

(Scottish Charity SC050520)