

EVANS'S COTTAGE HOMES

Charity no. 236070

www.evanscottagehomes.org.uk

Post: Trust Administrator [ADMIN2103]

Location: Evans Gardens, Lodge Hill Rd, Selly Oak, Birmingham B29 6NQ. Working from home may be negotiated with the Trustees. However, the post holder should be familiar with the workings of the site.

Hours: In the region of 16 hours per week

Salary: In the region of £8,500 p.a.

The post requires the holder to have an Enhanced DBS Disclosure.

JOB DESCRIPTION

PURPOSE OF JOB

The Administrator is responsible for providing support to the Trustees to facilitate the good management of the Evans's Cottage Homes Trust.

Reports to the Chair of Trustees.

SCOPE OF THE JOB

The Administrator is responsible for the accounts and associated support to the Trustees in managing the Evans's Cottage Homes Trust:

1. Accounts

- Reconcile bank statements
- Monitor and record income / expenditure
- Arrange payments to suppliers (mainly by bank credit transfer or DD)
- Keep paper records of expenditure (invoices etc)
- Monitor income – Monthly rent receipts, interest on investments
- Receive, record, bank and monitor laundry money, key/fob deposits
- Correspondence with any of the above
- Prepare / monitor annual budgets
- Prepare / Monitor monthly income / expenditure
- Liaise with accountants re. 'audit' annually, check financial statement

2. The Charity

- Compile, edit the draft Trustees Report for annual accounts
- Compose applications for grants from various bodies
- Liaise / Compile / Monitor applications and running of investment accounts
- Liaise / Compile / Monitor returns to statutory bodies
- Submit annual accounts to Charity Commission
- Deal with any Charity Commission queries, submissions

3. Correspondence

- Correspondence with bodies such as Almshouse Association, Birmingham Council Tax, TV Licensing, Birmingham Garden Waste, Utilities (Gas, Electricity, Telephone), Tradesmen, Disputes with suppliers, Insurance, Companies House, Housing Ombudsman, Ground rent(s), Charity Commission
- Reports for Asbestos, Legionella, Quinquennial

4. Communication

- Manage / Update website
- To liaise on a regular basis with the House Manager
- Liaise / Work with House Manager on the appointment of new residents
- Liaise with DWP income support through an SSL email
- Update Residents Handbook as necessary

5. For the Trustees

- Compile and distribute agenda, minutes of meetings
- Schedule meetings
- Take Minutes of meetings
- Follow up actions
- Prepare paperwork and distribute for AGM
- Liaise with House Manager on Lord Mayor's visit and schedule for AGM
- Produce a monthly summary report for the Chair of Trustees

Person Specification

	Essential:	Preferred:
<i>Key Skills, Experience and Qualifications</i>		
Competent with using Excel and Word	x	
Ability to keep written/electronic records	x	
Ability to keep records in a methodical fashion	x	
Ability to use electronic communication	x	
Basic website updating		x
Basic experience of producing/maintaining management accounts	x	
Involvement in the Charity sector		x
<i>Personal Competencies and Qualities</i>		
Ability to work on own initiative	x	
Ability to plan and organise effectively	x	
Calm and effective response to pressure	x	
Security and safety conscious	x	
Attention to detail		x
Proven trustworthiness and discretion	x	
Good sense of tact, diplomacy and integrity	x	
Patience and ability to gain the trust of others	x	
Good numeracy skills	x	
Good written and oral communication skills	x	
Personal energy, drive and resilience with a desire to make a difference		x
Understanding of vulnerable person protection and safe-guarding		x

Letter of application with CV and name and contact details of 2 referees, should be sent to contact@evanshomes.plus.com by 1st May 2021.

Contact Mrs Williams (House Manager) to arrange an informal visit to the site –
housemanager@evanshomes.plus.com

This role may be combined with that of House Manager, or it may be joined with the role of House Manager by way of a job share. Please state, in your application, if the possibility of combining the roles is of interest.