



Job Description and Person Specification

Office Administrator

Title: Office Administrator

Area of Responsibility: Administrative support

Reports to: Operations Manager

Contract type: Full-time; Permanent, (subject to successful completion of a probationary period). PLEASE NOTE: Part-time hours may be considered.

Salary: From £22,527 per annum pro rata

Location: Llanidloes/Home-based, with very occasional travel within the UK. The organisation will offer a hybrid working model for your place of work of both office and home-based working arrangements but, due to the nature of the role, it is anticipated that it would be mostly office based.

Hours: 35 hours per week (PLEASE NOTE: Part-time hours may be considered)

Working Days: Monday to Friday

Holidays: 26 days annual leave (increasing to 28 days after 2 years) plus 8 Bank Holidays (pro rata). The FSC UK office closes between Christmas and New Year and staff are required to use annual leave over this period.

Pension: The organisation uses the Government “Nest” pension scheme with employees contributing 5% and FSC UK contributing 6%.

Application Process

Please upload your CV and a covering letter, outlining how you meet the criteria stated in the Person Specification and responsibilities of the role [here](#).

The deadline for applications for this post is 11:59pm on 19th May 2024.

Interviews for this post will be held at the FSC UK Offices in Llanidloes on 30th/31st May 2024.



We expect your CV to be honest and accurate. Before offering this post, we will check material facts recorded on your CV and covering letter and take up references.

Any role offered is subject to eligibility to work in the UK criteria being met.

Introduction to the role:

The Forest Stewardship Council (FSC) is an international organisation dedicated to ensuring that forests are managed in a responsible manner across the globe. FSC UK, based in Llanidloes, Powys, is one of the larger FSC national offices. FSC UK is a registered charity responsible for promoting the FSC's aims and objectives throughout the United Kingdom.

We are seeking an Office Administrator to provide general administrative support to the organisation, with a particular focus on financial administration.

The role requires a methodical and conscientious individual who possesses keen attention to detail. This role will be best suited to a patient and polite individual with good numeracy skills. Experience of book-keeping/financial administration within a small charity or business is desirable but not essential as training will be provided. A willingness to undertake a variety of tasks will be fundamental in contributing to the smooth and efficient running of the FSC UK office. Attention to detail will be paramount to this role, as will be a proven ability to maintain effective working relationships and indeed to enjoy doing so.

If you have good administrative skills and a willingness to provide financial administrative support and you want to join a small but ambitious team of people who are dedicated to FSC's mission of Forests For All Forever, then this role may be for you.

Main purpose and responsibilities of the role:

The Office Administrator reports to the Operations Manager (OM). The purpose of the post is to undertake office and financial administration and to support the work of the wider FSC UK team. The work will include:

- assisting in the smooth and efficient running of the FSC UK office
- general administrative tasks
- basic book-keeping and preparing accounts for the auditors
- issuing and payment of invoices
- updating cashflows
- office administration including dealing with office service providers
- recording data
- responding to basic phone and email enquiries
- following and developing Standard Operating Procedures
- supporting FSC UK staff and trustees.



Person Specification:

| | Essential | Desirable |
|---------------------------------|---|---|
| Knowledge and Experience | <p>Good basic level of education (A level or equivalent) with minimum A*-C grade at GCSE (or equivalent) in Maths and English</p> <p>Good understanding of Microsoft Office</p> <p>Administrative/clerical experience</p> <p>Experience of communicating effectively and accurately with different stakeholders both in spoken and written form</p> | <p>Experience of using databases</p> <p>Experience of book-keeping/financial administration</p> <p>Experience of using QuickBooks</p> |
| Skills and Abilities | <p>Numerate</p> <p>Attention to detail and ability to undertake and manage accurate recording and reporting of information</p> <p>Effective time management and organisational skills with the ability to prioritise workload</p> <p>An excellent phone manner and ability to remain calm and objective when under pressure</p> <p>A quick learner</p> <p>Ability to work on own initiative but happy to follow instruction and accept guidance</p> <p>Excellent interpersonal skills to maintain good working relationships.</p> | |



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| Personal attributes | <p>A positive attitude towards routine tasks and business administration</p> <p>Able to work as part of a small and dynamic team</p> <p>Patient and polite but firm and assertive where appropriate</p> <p>Friendly and professional manner</p> <p>Able to relate to the mission and values of FSC UK and work towards its strategic objectives</p> | <p>A positive, enthusiastic attitude with an ability to enthuse others</p> <p>Relate to the ethos of responsible sourcing of forest products</p> <p>A good sense of humour</p> |
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