

Fife Migrants Forum Job Description

Job Title	Project Support Assistant
Employer	Fife Migrants Forum (FMF)
Responsible to	FMF Manager
Responsible for	No staff

This post is a fulltime 36 hours per week at £8.00 per hour until end of March 2015.

Main work contacts

- Work in close co-operation with and as directed by the Manager.
- Work in co-operation with the Treasurer to the Board on financial matters

Main Purposes of the job

- To provide administrative support to the Manager of the scheme and Management Board as appropriate and agreed.
- To ensure the efficient administration of FMF office.

Key areas and main tasks of the job

- Maintenance of statutory and other records, including OSCR, Fairer Scotland Fund, Big Lottery, Scottish Law Advisory Board and timeous submission of returns
- Assisting the Manager on a number of projects to maintain efficient, accurate and confidential records, including statistics collection and collation
- General office duties including word-processing, photocopying, filing and mailing
- Keeping an electronic office diary and arranging meetings of the Board as required
- Maintaining supplies of stationery and office sundries.
- Typing reports, newsletters, minutes of meetings including Management Board meetings, publicity material
- Maintaining financial records by inputting transaction to the computerised ledger
- Liaising with the treasurer to produce simple financial reports
- Maintenance of IT system
- Taking responsibility for petty cash and assisting with the payment of volunteers expenses
- Communicating by telephone with a wide range of people
- Assisting with hospitality for visitors to the office
- Assisting with public meetings as required and some evening work maybe required.

Administrator is expected to work within the ethos of FMF and have high standards of practice. The need to respect confidentiality is paramount, as is a mature and flexible approach to the work.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.