



Administrator - Murton Trust for Education and the Environment SC031554

Based in our office your role is to support the organisation by completing a varied range of office tasks, in particular the financial administration of the Trust and to assist in the smooth running of the charity. Ideally over 4 weekdays, 12-16hrs. The Administrator reports directly to the Trust Manager.

Accountabilities

- Commitment to Team Murton while raising awareness of the charity and supporting its work at local and national levels

Specific Tasks

- Processing and preparing financial statements and supplier invoices
- Creating, sending, and following up on invoices
- Collecting and reviewing data for reports
- Reviewing and performing audits on financial statements and reports
- Reporting discrepancies
- Preparing payments for employees
- Accurate cash handling
- General administration e.g. Answering the phone, taking messages and responding to general enquiries
- Creation of promotional materials for our site
- Supporting successful delivery of social media content and maintaining engagement
- Meeting and greeting office visitors, assisting in meeting room and event set up
- Increasing funds by researching and targeting charitable trusts whose criteria match our charity's aims
- Supporting all areas of Trust activities with administration functions

Education Attainment & Accreditation

- Formal qualification or similar in administration, accounting or finance. Other relevant subject areas or equivalent experience will be considered.

Professional Skills & Experience

- Excellent knowledge of Microsoft Packages, particularly MS Excel
- Good knowledge of accounting software
- Strong knowledge of bookkeeping
- Good organisational skills
- Strong analytical skills and detail-oriented
- Excellent time management skills
- Excellent communication skills, both verbal and written
- Ability to produce promotional materials, develop web site pages and maintain social media
- High standard of computer literacy
- Xero knowledge desirable

Interpersonal Skills & Qualities

- Positive and reliable attitude to work
- Excellent interpersonal skills.
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- Keep line manager informed and seek advice when required
- Ability to work as a member of a close-knit team
- Unwavering ethical, safety, environmental and responsibility values
- A creative approach to problem solving
- Organisation, planning and administration skills
- Confident, approachable and professional
- Be responsible, honest and reliable
- Flexible and able to multi-task



Statement of Purpose - Murton Trust for Education and the Environment

Murton is a Scottish Charitable Incorporated Organisation (SC031554) with a dual educational and environmental purpose. We are situated on a former quarry near Forfar in Angus and manage a thriving nature reserve, visitor farm and tearoom set in 100 acres.

The vision

To provide a unique environment in which children, young people and adults can learn and develop skills for life.

The mission

Murton aspires to enrich people's lives by using our site to its full potential. We can offer our unique environment as an educational centre that offers a positive impact on all ages. We hope to be a thriving and sustainable charity valued in the community and recognised nationally.

Our aims

The specific aims of Murton are:

- To provide educational opportunities that encourages learning and developing skills for life.
- To maintain and establish a thriving nature reserve that encourages access to the outdoors.
- To effectively run a visitor farm and tearoom on our site that offers a recreational and leisure facility and generates income to support our educational work.
- To maintain and develop strong connections with our community through our leadership, work and on our site.

Our values

We value people – We are here for everyone.

We inspire people through our leadership, knowledge, enthusiasm and actions.

We are welcoming, understanding and value difference.

We encourage, respect and nurture the contribution that everyone can make.

We value our place – We develop it with and for people.

We are committed to creating and enriching an enduring natural asset.

We value and recognise the contribution our place provides to the wellbeing of all.

We act responsibly, safely and sustainably in our place.

We make it happen – We move forward with purpose and ambition.

We are curious, responsive and ready to learn from others.

We collaborate and encourage partnerships.

We keep things simple and move forward with purpose.