

Administrator - Martin Ryle Trust

Job description

- Book-keeping, including
 - processing a few (typically 2-3) large payments a year from grant funding bodies into the Trust account
 - checking the PO box for post
 - paying in donations (typically £150 a year) - mostly following the annual appeal (typically between November and January)
 - recording all financial transactions (currently use Excel to do this)
 - organising grant and other payments
 - claiming gift aid on donations
 - preparation of quarterly finance reports for the trustees
- Tracking restricted funds
- Drawing up a basic set of annual accounts in a form suitable for external inspection by an independent examiner
- Liaising with the independent examiner
- Assisting the Chair of the Trustees in drafting the annual report for submission to the Charity Commission
- Dealing with other correspondence
- Assisting trustees with other administrative tasks as required

In the first instance, the Trust will require the new administrator to deal with outstanding cheques and other income from the 2020 appeal.

Expected start date: 30 November 2020 (negotiable)

Notice period: 1 month on either side

Person specification

Essential

- Two years' experience of administering a registered charity, not-for-profit organisation or community organisation
- Familiarity with the reporting requirements of registered charities
- Three years' experience of book-keeping
- Basic computing skills, including word-processing, email, spreadsheets, etc
- Self-motivated, conscientious and organised
- Values aligned with the aims of the charity, such as the responsible use of science, design and technology

Desirable

- Experience in fundraising
- Experience with accounting software
- A bachelor's degree or equivalent
- Knowledge and/or experience of 'green' or science-based non-governmental organisations
- Knowledge of and/or interest in ethical issues in science and technology – for example, influence of the military, global environmental problems

Further information about the Trust

- The Chair is Dr Philip Webber, who is the first point of contact for the Trustees.
- Most contact is via email and phone for routine matters.
- Typically, the Trust turnover is around £30k per year.
- The Trust's financial year ends 30th June.
- The Trust works closely with Scientists for Global Responsibility, which is its main beneficiary. SGR's Executive Director is Dr Stuart Parkinson.
