



ATLANTIC SALMON TRUST

PATRON: HRH THE PRINCE OF WALES KG, KT, GCB, OM

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ATLANTIC SALMON TRUST **PART TIME OFFICE ADMINISTRATOR**

The Atlantic Salmon Trust is a small but leading charitable salmon conservation organisation that seeks to improve the freshwater and marine populations of Atlantic salmon and sea trout from catchments flowing into the Atlantic Ocean.

The role of Office Administrator, along with the Office Manager, will be the first point of contact for email, telephone and in person contact with the AST. They will play a vital role in ensuring good communication internally and externally of the organisation and to help ensure the smooth operation of the office, allowing other staff members to carry out their duties efficiently and effectively.

The Office Administrator will report, in the first instance, to the Office Manager who in turn reports to the Chief Executive Officer (CEO).

Duties

The Administrator will provide secretariat facilities to help maintain the day to day operations of the AST. Main Duties will include:

Finance

1. Invoicing – Using the office accounting package to create and issue invoices as directed.
2. Purchase Ledger – Manage the coding and batching of authorised invoices, using the accounting package. This will also include the scanning and matching of payable invoices to the correct entry in the accounting package and monthly validation of childcare voucher scheme.
3. Standing Orders – Processing and setting up of all new donations made via standing orders and contacting donors with lapsed standing orders.

General Administration

1. Data Entry – This would include the creation of new accounts/updating details of current accounts on the CRM system. Updates to accounts will cover but not exhaustive to, updating contact details, new donations, event attendance, GDPR and Gift aid declarations and details of any contact made.
2. General Correspondence – To include but not exhaustive to responding to “Become a Friend” requests, thank you letters, receipts and requests for information.
3. Providing adhoc assistance for event planning, conferences and project management.

Annual Auction

1. Recording details of donors and winning bidders on the CRM system.
2. Sending of emails to winning bidders requesting payment.
3. Sending of connection emails to donors and bidders, once payment has been received.
4. Adhoc office support to auction consultants after consultation with Office Manager.

Place and Term of Employment

This role will be initially be an 18 month contract and based at the AST head office in Battleby, Perth. Full terms of employment will be described in the contract, provided upon offer of employment and in the AST Staff Handbook. The role will be for 16 hours per week, with days and times to be discussed and agreed by mutual arrangement. The remuneration package will be discussed at interview and then reviewed annually in January and will become effective from April 1, unless otherwise agreed with the CEO.

President : Earl Percy

Vice Presidents : Colonel HFO Bewsher OBE, LVO Mrs Elizabeth MacDonald-Buchanan Andrew Wallace The Marquess of Hamilton The Hon Mrs George Lopes
Chairman Robert Douglas Miller Chief Executive Officer: Mark Bilsby Research Director: Professor Ken Whelan B.Sc., Ph. D FIFM
Directors: Oliver Reeve William Browne-Swinburne Henry Chaplin Alister Jack Peter Landale Peter Rippin Robert Scott - Dempster Giles Wilson