

**Administrative Assistant Finance and HR (Grade B)**

Further Particulars

**The Organisation**

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with almost 65,000 members in nursery, primary, secondary, special, further and higher education. Its national HQ is based in Edinburgh and there are Area Offices located in Dundee, Edinburgh and Glasgow.

**Organisational Structure**

The organisational structure comprises an annually elected Council of 139 lay members, from which are elected five national committees – Executive, Education, Employment Relations, Equality and Salaries. The principal unit of organisation is the Local Association whose boundaries correspond to those of local authorities in Scotland. There are also two self-governing associations for further education lecturers (Further Education Lecturers Association) and university lecturers (University Lecturers Association). Overall strategy and policy are set by the Annual General Meeting held in early June each year.

**Location and Flexible Working**

The successful candidate will be based primarily within EIS Headquarters in Moray Place, Edinburgh. However, the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the location at which work is carried out on a day-to-day basis, subject to the overall requirements of the Institute and its members.

**Major Tasks:**

Administrative Support to the Chief Financial Officer, Head of Finance and HR and Finance Manager.

Processing and posting of routine financial transactions.

Assist with the preparation of Local Association year end accounts.

Administrative support for recruitment and appointment processes.

Assist with the digitisation and maintenance of HR files and records.

**Main Activities:**

Administrative Support to the Chief Financial Officer, Head of Finance and HR and Finance Manager.

- Collation and distribution of agendas and papers for Finance Sub-Committee meetings.
- Assistance with the collation and redaction of materials requested under Subject Access Requests.
- Accommodation and travel arrangements for members attending meetings of the Finance Sub-Committee or Appointments Forum.
- Assist with the monitoring of data held within the Finance and HR department and the secure destruction of data in compliance with EIS data retention policies.

#### Processing and posting of routine financial transactions

- Review and processing of expense claims from staff and members.
- Coding and posting of credit card statements, including gathering of supporting receipts from cardholders.
- Production and distribution of routine sales invoices.
- Assemble information from Local Associations for bi-annual honoraria payment runs.
- Assist with the processing of strike pay/ strike hardship applications.

#### Assist with the preparation of Local Association year end accounts.

- Gather year end spreadsheets and supporting documentation from Local Associations.
- Review format and coding of information received.
- Provide book-keeping cover for Local Associations where necessary, in the absence of a Treasurer.

#### Administrative support for recruitment and appointment processes

- Issue of acknowledgement emails when applications are received.
- Distribution of application forms and supporting documentation to appointments forum/ interview panel members.
- Preparation of letters to unsuccessful candidates following letting.
- Filing of applications and arrange for the secure destruction of recruitment data in line with EIS data retention policies.

#### Assist with the digitisation and maintenance of HR files and records.

- Work with the Head of Finance & HR to set up an online system for the retention and management of HR information.
- Scanning and filing of new documents.

#### **Source(s) of Work:**

Work will be allocated in the first instance by the Head of Finance & HR, Finance Manager and Chief Financial Officer.

#### **Supervision:**

Received – supervision will be provided in the first instance by the Head of Finance & HR, the Finance Manager from time to time by the Chief Financial Officer.

Given – None

#### **Requirements**

- Preferably educated to SQA Higher Grade or equivalent
- Experience in Microsoft office (including MS teams) with previous workplace experience.
- Good oral and written communication skills.

## **Principal Terms of Employment**

1. The post of Administrative Assistant is a permanent, full-time position based at 46 Moray Place, Edinburgh. The postholder will report to the Head of Finance & HR, the Finance Manager and the Chief Financial Officer for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £36,048 with increments over 4 years to £40,560. The salary on appointment will be £36,048 per annum with increments payable annually from the 1<sup>st</sup> April thereafter until the top point on the salary scale is reached.
3. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 7% of salary. The Scheme provides for annual increases in pensions in line with RPI.
4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. Administrative Assistants are entitled to 23 working days' annual leave (rising to 32) in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the Line Manager. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
6. Core working hours are 35 per week. However, the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the time and location at which work is carried out, subject to the overall requirements of the EIS and its members. The office is open 8.00am to 6.00pm Monday to Friday.

The post-holder may also be required to work such additional hours as may reasonably required from time to time, subject to the giving of reasonable notice. Overtime will be paid where such out of hours working cannot be accommodated within the post holder's 35 hour working week.

7. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising incrementally to, after 5 years of service to six months of full salary and six months of half salary.

## **Appointment Timetable**

The closing date for the receipt of applications is Wednesday 26 March 2025. It is envisaged leeting will take place on Wednesday 2 April 2025 and interviews will be held on Tuesday 8 April 2025.