



**Job Title / Position:** Administrator / PA to MD & CEO

**Contract:** Full-time contract until December 2023 (With the opportunity for extension dependant on achieving business milestones).

**Salary:** £27,500

28 days leave, bank holidays, and an extra day's leave for your birthday each year.

\*Please note it may require working on some evenings or part of weekends.

**Reporting to:** Managing Director

**Based:** Bristol

### **Your Role – Administrator**

The administrator is a pivotal role in the commercial success of the core business of First Thermal Limited. This key position offers the successful applicant the opportunity to make a major contribution to tackling the climate emergency, while also assisting those in fuel poverty. The post involves a degree of management, under supervision, and requires experience/expertise in business development, client management, HR, and finance: including budgets, payroll, VAT, NIC, and pension contributions. Prospective candidates should be able to handle multi-tasking in a pressured environment.

### **Main Responsibilities:**

- Work closely with the MD & CEO
- Attend and minute meetings and board meetings.
- Assist with costing, budget tracking, and management.
- Assist with bids for grants and reports to other funders.
- Assist with adherence to GDPR and other legal requirements.
- Liaise with FTL franchisees.
- Assist in the ongoing development of the new franchisor company
- Act as a contact point for/seek out potential franchisees of the C.H.E.E.S.E. operation, UK-wide
- In charge of billing franchisees
- Assist in setting up training courses for *Heatview*® Surveyors and franchisees.

- Supervise collation, reporting and analysis of survey results including faults for different building types.
- Help to develop and maintain relationships with other energy and housing-related NGOs

### Finance

- Run payroll through Xero
- Make HMRC payments
- Upkeep and file pension filings via NEST
- VAT return through Xero
- Track / find specific payments.
- Edit budget - transfer spending from Xero into the budget
- Write payment advice notes
- Check expenses
- Tracking Stripe payments and sending receipts to customers
- Setting new staff up on payroll via Xero,

### Other

- Organising venue and food etc for events
- Document and file organisation
- Assisting with big events
- Additional responsibilities may be added according to the instructions of MD & CEO

## Requirements

Requirements	Essential	Desirable
<b>Educational and professional qualifications</b>	Education to degree level or equivalent, or equivalent experience in relevant subjects or sectors	Bachelor's degree in Business Administration or related field.
<b>Management</b>	N/A	
<b>Experience &amp; Skills</b>	Managing a complex and demanding workload.	

	<p>First-class English language.</p> <p>Excellent written and verbal communication skills.</p> <p>Numerical skills and ability to interpret financial information.</p> <p>Excellent attention to detail and a commitment to accuracy.</p> <p>Self-motivation and initiative, ability to work with limited supervision.</p> <p>Ability to work effectively both individually and as part of a team.</p> <p>Excellent communication, problem-solving, and managerial skills.</p> <p>Good organisational and time management skills, with experience in working to tight deadlines and budgets.</p> <p>Willingness and ability to respond to additional workloads at short notice and manage conflicting priorities and deadlines.</p> <p>Working knowledge of accounting standards and practices, VAT and HMRC regulations in England.</p> <p>Ability to maintain and organize effective electronic and manual filing systems.</p>	<p>Proven interest in sustainability and energy use.</p> <p>Experience of not-for-profit third sector.</p>
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	<p>Skilled in the use of MS Office applications including Word, and Excel; use of TEAMS, Zoom, email, and social media.</p> <p>Ability to work from home with workspace, fast internet connection, computer, printer etc.</p> <p>Able to multi-task and respond positively to competing workloads.</p> <p>Experience in managing information and report writing.</p> <p>Excellent communication skills, written and spoken.</p>	
<b>Technical skills</b>	<p>Knowledge and experience in using client-focused databases.</p> <p>Experience with Xero accounting.</p>	
<b>Other</b>	<p>A 'can do' attitude, highly organised and able to work autonomously.</p> <p>Commitment to FTL's social and environmental aims.</p> <p>Full, clean driving license.</p>	<p>H&amp;S IOSH Managing safely</p>

## **Legal right to work**

Before applying for this post, you must have a legal right to work in the UK.

We welcome applications from the BAME, LGBT, minority, and disabled communities. The appointment will always, however, be made on merit and judged against the job description and person specification.

Limited Company registered in England and Wales No.13303102

First Thermal Ltd 2022