



Job Title:	Finance and Administration Assistant
Team:	Finance
Location of Job:	BirdLife Malta office
Post holder reports to:	Finance Manager/Administration Officer
Reporting to Post Holder:	None

Overall purpose of the job

This full-time role supports two crucial areas of BirdLife Malta's work: finance & office administration and LIFE project delivery. Half of the time the post will focus on ensuring administration is efficient and effective, providing good customer service to members. The rest of the time will focus on supporting the delivery of the new LIFE PanPuffinus! project through administrative support, financial administration and effective record-keeping.

50% of role:

- To ensure that the administration of BirdLife Malta's membership systems provides prompt and good customer service to maintain and grow the number of members, and
- To support the Administration Officer in ensuring that BirdLife Malta team are supported with effective administration and that the office is well-resourced and operates smoothly.
- To communicate with partners within BirdLife Europe.

50% of role:

- To provide administrative support to the new LIFE PanPuffinus! project.
- To liaise with project partners and collate information.
- To undertake financial administration and ensure proper record keeping for audits

Main duties are split between:

Membership and administration of Erasmus+ European Solidary Corps (ESC) scheme

- To deliver the fulfilment of new membership applications within five working days of receipt of membership application;
- To enter membership (and general contact) information on the membership database ensuring the highest level of accuracy;
- To deliver the process by which membership renewals are achieved (including sending renewal letters and emails);
- To deal with the financial transactions linked to membership including banking cheques, overseeing internet transactions and ensuring direct debits are claimed;
- To log all relevant transactions on finance software under the direction of the Finance Manager;
- To ensure the fulfilment of all membership benefits, including both the adult and children's magazines;
- To prepare payments of all expenditure incurred, including ESC allowances;
- To keep track of all donations received in the office by processing the donations, keeping records of all income through sales of merchandise received, and depositing cash income on a regular basis to the bank accounts;

- To ensure the reconciliation of such income figures with the records of the fundraising department. Responsible to investigate and report any and all discrepancies identified, to the accountant;
- Accurate maintenance of petty cash accounts and fundraising income cash accounts, ensuring that balances reported actually agree with the physical cash held;
- To assist the Finance Manager and the project manager in preparation and submission of any other reports of financial nature as may be required from time to time by the CEO;
- Assisting the project manager in purchasing of equipment, including acquiring quotations;
- To post of all income and expenditures into Sage on a monthly basis;
- To maintain checks over stocks of materials;
- To provide administrative assistance to staff and volunteers as required and as time allows;
- To handle logistics related to volunteers and volunteer accommodation;
- To liaise with the National Agency regarding ESC projects; to disseminate information about ESC projects.

and

LIFE project administration

- To provide the Project Manager with professional administrative support;
- To assist with the organisation of events, workshops and meetings;
- To assist in the preparation and production of reports for the Project Partners Steering Group and European Commission;
- To assist in the maintenance of the accounting and reporting systems necessary for running the LIFE project;
- To help promote awareness of the aims, activities and results of the LIFE project;
- To reply to queries and requests for information;
- To assist the Project Manager with time-keeping records of staff and project partners (timesheet), development of progress report;
- Other duties as may be required by the Project Manager and Finance Manager.

General responsibilities

- Report to the Finance Manager on all finance matters.
- Assistance with banking transactions on behalf of the organisation, ensuring complete and concise reports when requested.
- Performs other responsibilities as assigned by the Finance Manager and/or the Project Manager.

Other relevant factors:

1. Required to maintain confidential information.
2. Expected to treat members and staff as customers that should receive a high-quality level of service.

We expect you to carry out your job responsibilities in an environmentally-aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

At BirdLife Malta volunteers are a major resource and make a vital contribution to BirdLife Malta's aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.

Person Specification		Job Title	
		Finance and Administration Assistant	
Essential		Desirable	
Qualifications		Qualifications	
1	Tertiary qualification related to accounting		Administrative qualification
Experience		Experience	
2	Working in an accounting/finance office environment for at least one year		Working knowledge of EU funded projects
			Working within an NGO
Skills/Abilities		Skills/Abilities	
3	Excellent at prioritization skills and ability to deliver to tight deadlines		
5	Well organised, able to plan		
6	Able to develop excellent relations with key internal staff as well as members and supporters		
7	Computer skills (Microsoft Office)		
8	Database and or financial management software experience (CRM and/or SAGE)		
9	Telephone and customer service		
10	Innovative and problem solving		
11	Fluency in oral and written English		
13	Fluency in oral and written languages of northern Europe		German, Russian would be considered an asset
Knowledge		Knowledge	
14	Current knowledge of administration and customer service tools		Interested in environmental issues
Disposition/Circumstances		Disposition/Circumstances	
15	Positive 'can do' attitude and able to use initiative		Good team player
16	Ability to work well in a busy office		