Job Description

Job title:	Foundation Administrator
Division:	ICAS Foundation
Line Manager (role not person):	Director, ICAS Foundation

Overview

Over the last 10 years the ICAS Foundation has awarded over £2m in funding to support university students studying accountancy and finance. Each year we help around 100 students studying at universities across Scotland and England.

The Foundation Administrator will work as part of a small team assisting the ICAS Foundation across all of its activities. The key focus of the role will be to provide support for the overall running of the Charity, including reporting requirements to the board of trustees and in the delivery of the charity's programmes. This includes our work in improving social mobility by awarding bursaries and grants to young people who would benefit the most from the additional support ICAS Foundation can offer. As well as financial support, this also includes a mentoring scheme and support with internships and graduate roles.

The role will also offer the opportunity to work closely with the Foundation Director and assist in our engagement with charity supporters and members of the Institute of Chartered Accountants Scotland (ICAS). The role will enjoy a variety of work from administering important processes to supporting events.

Job Purpose

The Foundation Administrator will report directly to the Director and support other team members to ensure the smooth operation of ICAS Foundation. This role will encompass various administrative responsibilities to maintain an efficient, organised, and supportive environment for our young people who benefit from the 'Nurturing Talent' programme, and donors who fund our work.

Dimensions

General Administrative Support
- Provide general administrative support, including assisting with day to day office operations. This will be performed on a hybrid basis, therefore being comfortable working remotely and online, as well as in the office is essential.

Governance Support
- Organise and coordinate four board meetings per annum and up to 10 committee meetings, including scheduling, preparing agendas, and distributing meeting materials.
- Record minutes of board meetings, ensuring accuracy and completeness, and maintain meeting archives.
- Provide administrative support to Board Trustees as required.

Nurturing Talent Programme
- Assist in the administration of the bursary and mentoring programme, including application processing, managing the ICAS Foundation enquiry email inbox, communicating with Foundation students.
- Maintain accurate records, including applicant information and disbursements.

Donor Relations
- Act as a primary point of contact for donors, addressing enquiries, acknowledging contributions, and providing regular updates on the impact of their support.

Fundraising and Marketing
- Assist in the planning and execution of fundraising events and donor recognition programmes.
- Assist in updating the website, other communications, including newsletters and social media.

Financial Record-Keeping:
- Assist in financial record-keeping, including tracking donations, processing expenses, and preparing reports for auditing.

Organisational Diagram
Currently, the ICAS Foundation consists of the Foundations Director, whom this role will report to and the Head of Volunteering and Programmes. It is envisaged that in 2024, further growth of the service and team will take place.

Principal Accountabilities

1. To provide the support required to administer the activities of the charity and ensure that all operations are adequately resourced.
2. To assist with all governance related administrative tasks.
3. To support the activities related to engaging with ICAS members, donors, ICAS staff, ICAS Foundation Board of Trustees and the Director.
4. Assist the processing of applications for bursaries, funding and volunteering, checking for supporting evidence documentation.
5. Process quarterly updates from volunteer mentors across the UK and keep all records up to date in relation to the ICAS Foundation mentoring scheme.

Knowledge, Skills & Experience

- Strong organisational skills, excellent time management and planning skills (Essential)
- Experience in general administration (Essential)
- Experience of working in a charity, membership based or educational environment (Desirable)
- Excellent ICT skills including knowledge of Outlook, Excel and Microsoft Office are required and essential for the performance of the above duties (Essential)
- Ability to communicate clearly (written and verbally) with a variety of people and ability to work on own initiative as well as to specific instruction (Essential)
- Experience of developing and maintaining appropriate filing and record keeping systems, including use of database systems (Desirable)

- Familiarity of posting on a variety social media channels (Desirable)

Key Challenges

The ICAS Foundation is a small charity, that often means that a variety of solutions are required for every challenge and flexible approach is expected. The role will enjoy a variety of different work, which consists of both a predictable workload and of an ad hoc nature. The role will be expected to work across many areas, that at times means prioritising work, particularly during the period of bursary applications, quarterly governance deadlines and key events.

At times, there will be exposure to personal stories and information related to our students and mentors and sensitivity and confidentiality is a requirement of the role.
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Key Decisions

The tasks will be primarily directed by the Foundation Director, to coordinate administrative support across the team. You will be comfortable at communicating clearly and articulating what is required to complete tasks successfully. You will work to a number of deadlines and be adept at working on tasks that may change at very short notice. Work undertaken across the team by the Foundation Administrator will be regularly reported to the Foundation Director, however there is an expectation that the role will organise their own workload and priorities.