

Job Description: Administrator & Treasurer

Organisation: Solva Care

Role Title: Administrator and Treasurer

Reports to: Chair of Trustees

Hours: Zero-hours contract i.r.o.2-3 pw

Location: Solva / Home working

Salary: 16.60 per hr

About Solva Care

Solva Care is a community-based charity dedicated to improving the health, wellbeing, and quality of life of older people living in Solva and the surrounding area. We support people to enable them to remain in their own home through social activities, community initiatives, volunteer services, and connections to local health and social care networks. The Administrator and Treasurer plays a crucial role in ensuring the smooth and effective running of the charity, supporting trustees, volunteers, and community services.

Role Purpose

To provide administrative, organisational, and financial management support to Solva Care. The postholder will ensure that the charity's governance, operations, and financial systems are efficient, compliant, and well-managed, enabling trustees to make informed decisions and the charity to deliver high-quality community services.

Key Responsibilities

- To maintain accurate and up-to-date accounting records for all income and expenditure.
- Prepare monthly financial summaries for Trustees set out as commitment and actuals.
- Draw down grant funds as agreed with funders, (if any).
- Manage banking, payments, invoices, expense claims, and petty cash.
- Oversee budgeting processes, cash-flow forecasting, and financial planning.

- Ensure appropriate financial controls are in place and adhered to. liaising with
- Support fundraising applications with accurate financial data and reporting.
- Ensure Gift Aid is claimed on donations with HMRC.
- Ensure annual PL Insurance is in place.
- Manage employee contracts and payments.

Annually;

- Liaise with Solva Care accountants (L.M.Griffiths and Co), for preparation of audited accounts.
- Prepare accounts in line with Charity Commission standards, working with the independent examiner as required.

This job description is not intended to be exclusive or exhaustive. It is an outline indication of activity and will be amended in light of the Charity's changing needs.

When grant funding is available,

- Monitor grant funding, restricted funds, and project budgets, ensuring compliance with funding conditions.
- Maintain accurate records, including charity policies, minutes, registers, and reporting documents.
- Report to trustee meetings, working groups, and AGM.
- Maintain accurate records, including charity policies, minutes, registers, and reporting documents.
- Support the organisation of trustee meetings, working groups, AGMs, and events (agenda preparation, minute-taking, documentation distribution).
- Ensure compliance with Charity Commission requirements and support preparation of annual returns and accounts.
- Support development and updating of policies, procedures, and governance frameworks.
- Ensure annual PL Insurance is in place.

Person Specification

Essential Skills & Experience

- Strong organisational and administrative skills.
- Experience of bookkeeping or financial management.
- Ability to prepare clear reports and maintain accurate records.
- Good IT skills (email, spreadsheets, cloud storage, accounting tools i.e. Xero).
- Excellent communication and interpersonal skills.
- Ability to work independently and manage competing priorities.
- Commitment to confidentiality and data protection.
- Alignment with Solva Care's values and community-focused ethos.

Desirable

- Experience working with charities or community groups.
- Familiarity with Charity Commission accounting requirements.
- Experience with grant reporting or project monitoring.
- Knowledge of the Solva community.

Time Commitment

Agreed on a 2 monthly basis. Typically:2-3hrs pw

How to Apply

Interested candidates should submit a CV and a short statement outlining their experience and motivation for supporting Solva Care.