

## **6. Financial Administration Officer (Job description)**

6.1 The Financial Administration Officer (FAO) works closely with the (Technical) Secretary (TS), keeping in regular contact (via email, WhatsApp, video, etc.). Also with Chair and lead Trustee on financial matters, and provides the following general administration services to the Trust/Board:

### **(i) Governance**

- a) Weekly update meetings with Technical Secretary (mostly virtual);
- b) Preparing and compiling meeting papers;
- c) Organise administration, venue, catering for meetings;
- d) Take notes, prepare draft minutes for finalisation with TS and circulate to Trustees;
- e) Liaising with Companies House and Charities Commission;
- f) Complete returns regarding Directors/Trustees/Secretary, Accounts and Annual Returns.

### **(ii) Finance**

- a) Maintain records and Day-to-Day correspondence, etc.;
- b) Maintain financial records, currently using MS Money, and reconcile to bank;
- c) Make payments to awardees (following invoice or TS/other authorisation);
- d) Make/monitor other payments re administration etc.;
- e) Draft Accounts (optional);
- f) Liaise with accountants over preparation/finalising accounts and Independent Examination/Audit.

### **(iii) Investments**

- a) Liaise with Fund Managers and Trustee(s) responsible for Investments;
- b) Meet with Fund Managers, with Investment Sub-committee, annually and otherwise as needed.

### **(iv) General Administration/Other duties**

- a) Maintain Cloud based files for sharing with TS, and Trustees as required;
- b) Liaise with IAgrE over office use;
- c) Maintain Zoom account for hosting virtual meetings;
- d) Maintain Archives (hard/soft copies) of historical papers;
- e) Administration of any additional DBT events/meetings.

### **(v) Website and IT**

- a) Maintain DBT website and edit as required;
- b) Liaison with 1PCS (design and support website) regarding significant upgrades, problems etc.;
- c) Ongoing hosting of website;
- d) Liaison with Total IT (IT support covered through IAgrE office charge);