

CLERK/ADMINISTRATION MANAGER

JOB DESCRIPTION

1. DIRECTORS/TRUSTEES

1.1 Prepare Agendas and Reports for meetings of the Board and Sub Committees of the Charity and recording the proceedings thereat.

1.2 Liaise with the Chairman of the Board and the Sub Committees on the implementing of executive decisions.

1.3 Maintain a register of Directors/Trustees and their attendance at all meetings.

2. ALMSHOUSES

2.1 Direct the staff responsible for the maintenance of the Almshouses at Edward Edwards House and St Mary Newington Close.

2.2 Have responsibility for ensuring that a Register of the Residents details and next of kin is maintained and updated regularly by the staff member having responsibility.

2.3 Oversee the staff responsible for the collection of rents and in addition ensure that rent records are maintained and the banking of all monies received.

2.4 Direct the staff responsible in the matter of Council Tax payable on empty properties and matters of social welfare concerning the residents.

2.5 Liaise with the residents on welfare matters and resolve disputes when these cannot be resolved by the staff responsible.

2.6 Prepare annual rent review report for the board for consideration at their A.G.M.

2.7 Ensure that the building and engineering insurance cover is reviewed annually prior to renewal.

2.8 Make certain that maintenance contracts in respect of the lifts at both premises are maintained in force and that all inspection reports by the insurers are passed to the contractor.

2.9 Direct the staff responsible for organising events arranged by the Trustees from time to time, for the benefit of the residents of both almshouses

JOB DESCRIPTION CLERK/ADMINISTRATION MANAGER Cont'd

3. PENSIONERS

- 3.1 Direct the staff responsible for the maintenance of the register of current pensioners and the payment to them of pensions.**
- 3.2 Ensure that all applications received for appointment as a pensioner are in order in respect of qualification prior to any invitation for an interview by the Trustees are sent out to the applicant.**
- 3.3 Direct the staff responsible for the arrangement of any annual events as approved by the Trustees for the benefit of the pensioners of the Charity**
- 3.4 Direct the staff responsible for the payment of any Christmas bonus and Gift Vouchers as approved by the Trustees for the benefit of the pensioners of the Charity**

4. INVESTMENTS – UNIT TRUSTS

- 4.1 Liaise with the Treasurer in maintaining a register of all holdings by the charity.**
- 4.2 Liaise with the Treasurer in preparing a report quarterly to the Finance & General Committee showing the value and the performance of the investments and any changes made during the period.**
- 4.3 Monitor the position of any surplus funds and in consultation with the Treasurer and ensure that they are invested short term in an appropriate interest bearing account.**

5. INVESTMENTS – PROPERTIES

- 5.1 Direct staff responsible for the preparation and dispatch of rent demands to tenants and lessees and the imputing to the accounting records.**
- 5.2 As and when required liaise with lessees on matters relating to the extension of leases in particular ensure that up to date valuations are obtained prior to the grant of any extension and that the standard deed of variation is executed.**
- 5.3 Register all deeds and ensure where Land Registry Certificates where requested by the lessee's solicitor and that these are returned to the charity.**
- 5.4 Direct staff responsible for dealing with the letting agents appointed by and acting for the Charity.**
- 5.5 Report to the Treasurer monthly the position of any rent arrears.**

JOB DESCRIPTION CLERK/ADMINISTRATION MANAGER– Cont'd

6. APPOINTMENTS

- 6.1 Call meetings of the Appointments & Grants Committee to interview applicants qualified for appointment to fill vacancies at the Almshouses.**
- 6.2 Call meetings of the Appointments & Grants Sub Committee to interview applicants qualified for appointment to the Pension List.**
- 6.3 Call meetings of the Finance & General Purposes Committee to interview applicants to fill staff vacancies.**

7. GRANTS

- 7.1 Call meetings of the Appointments & Grants Committee to report on grant applications and for their approval thereof.**
- 7.2 Advise grant applicants of the decision of the Trustees.**
- 7.3 Direct staff responsible for ensuring that the grants are paid.**

8. ACCOUNTING

- 8.1 Direct staff responsible for the production and imputing of rent demands in respect of investment properties.**
- 8.2 Direct staff responsible for the processing of supplier invoices ensuring that all such invoices have been passed for payment by the Chairman and or the Deputy Chairman of the Company.**
- 8.3 Liaise with the Charity's accountants and ensure that all necessary documents are available as required for the monthly updating of the accounting records.**
- 8.4 Ensure that the Risk Management Procedures are adhered to and report and consult with the Treasurer on any proposed changes thereto.**

JOB DESCRIPTION CLERK/ADMINISTRATION MANAGER– Cont'd

9. CORPORATE GOVERNANCE

9.1 Advise the Directors/Trustees on all matters of corporate governance and ensure that at all times their actions accord with both charity and company law

9.2 Have responsibility for the filing of all reports, returns and other documentation as required by the Charity Commission and or the Registrar of Companies.

10. GENERAL

10.1 Promote the services that Southwark Charities Ltd can provide in their capacity as a Corporate Trustee, to other local Charities.

10.2 Create and maintain a web site detailing the services that the charity provides and other information which relates to the work of the Charity.