

The Association of Coloproctology of Great Britain and Ireland

Post: Administration Manager

Responsible to: Honorary Officer Responsible for Staffing (Honorary Secretary)

Main Function: To provide administrative and secretarial support to the Executive Officers and Members of the Association.

Main Responsibility

1. Management of the office ensuring that all work is completed on time and that the staff resources are concentrated on the areas of most need. Also mentoring staff, monitoring their training and skills and organising support staff where necessary in liaison with the Honorary Secretary. Assisting the President, Honorary Secretary and the Honorary Treasurer on a day to day basis with queries, procedures and precedents, especially when they are new in post.

Specific Responsibilities

1. Financial Matters
 - ◆ To check and set up payment of invoices for ACPGIBI, the Dukes' Club and The Pelvic Floor Society.
 - ◆ To log all transactions on a regular basis.
 - ◆ To reconcile monthly bank statements for all accounts against transaction records.
 - ◆ To send end of year accounts to auditor.
 - ◆ To liaise with auditor as required.
 - ◆ To send reconciled financial records to VAT adviser for quarterly VAT return and liaise as required.
 - ◆ To issue invoices as required.
 - ◆ To chase late payments as required.
 - ◆ To arrange banking of cheques.
2. Annual Scientific Meeting
 - ◆ To liaise with conference organising company.
 - ◆ To co-ordinate the scientific programme and communication with speakers.
 - ◆ To co-ordinate the submission of and marking of abstracts and arrange for notification of acceptance or non-acceptance of papers and videos.
 - ◆ To co-ordinate submission of copy to publishers of abstract book and subsequent editing and proof-reading.
 - ◆ To co-ordinate the annual Council dinner
3. To service the Council and Executive Meetings
 - ◆ To book meeting rooms
 - ◆ To send appropriate notifications to invitees.
 - ◆ To book catering
 - ◆ To prepare the agenda and accompanying papers for approval by the President and/or Honorary Secretary for distribution prior to the meeting.

- ◆ To take minutes and in collaboration with the relevant officers follow up action items.
 - ◆ To arrange ancillary requirements – e.g. telephone conferencing facilities, photographer.
4. Telephone / Email queries
 - ◆ To answer general public enquiries
 - ◆ To answer enquiries from, officers, council members and membership.
 5. Constitutional Matters
 - ◆ To co-ordinate election.
 - ◆ To advise Honorary Secretary on constitutional requirements.
 - ◆ To assist with preparations for AGM and minute meeting.
 6. Board of Trustees
 - ◆ To provide ad hoc assistance.
 7. To act as Company Secretary for the ACPGBI.
 8. To act as Pensions Officer for the ACPGBI.
 9. To undertake such other duties, appropriate to the grade, as required by the Honorary Officer Responsible for Staffing (Honorary Secretary).

NOTE 1: To work flexible hours as necessary and be willing to travel both in the UK and abroad at conference time.

NOTE 2: This job description may be changed from time to time in consultation with the post holder as part of a regular process of work review.

Anne O'Mara
28 September 2018