

Schedule 1 Job Description

Job Title: Administrator

The Role

Based at our office in Rutland Square, Edinburgh you will work closely with our senior management team to provide comprehensive office management, finance, and administrative support.

Within this role you will carry out the tasks below whilst working on multiple projects simultaneously. You will play a pivotal role in ensuring the smooth running of a very busy office, which is the hub of many activities, meetings, and events.

Responsibilities

- Support financial administrative duties, including but not limited to supplier invoicing, credit card reconciliation, processing expenses, bank postings and reconciliations.
- Provide executive support to the CEO of the Cyber and Fraud Centre Scotland and Cyber and Fraud Hub, e.g., diary management, correspondence and other administrative duties.
- Arranging events including booking meeting rooms/events spaces, organising catering and liaising with attendees.
- Take minutes at meetings and distribute to attendees as required.
- Provide essential administration support to the wider team.

Any other duties as required.