



PITA

Paper Industry Technical Association

PO Box 721, Bury, BL8 9UZ, United Kingdom

BUSINESS SUPPORT ASSISTANT JOB DESCRIPTION

All members of the PITA team are expected to contribute to the smooth running of the Association and by virtue of the small size of the team a significant degree of flexibility is required to provide coverage for all tasks. This is especially true for the Operations Executive, who often functions as a 'lone worker' whilst the Chief Executive is absent from his office.

Within that framework, the following responsibilities are deemed to be the primary tasks of the Operations Executive

- Management of Membership and Subscriber Database and Member / Subscriber related activities, including, but not limited to:
 - Maintenance of Member Records (Act!)
 - Membership & Subscriptions Renewals
 - Individual Membership Retention
 - Production of Membership Directory Data
 - Dealing with Member / Subscriber issues
 - Conversion of Membership Enquiries
 - Maintenance of Key Contact Databases
- Carry out the day-to-day administrative duties related to the running of the Association, including, but not limited to:
 - Book Keeping and production of Management Accounts (Xero)
 - Credit Control
 - Invoicing, Receipts, Payments and Payroll
 - VAT Returns
 - Management of Suspense Accounts, Association Funds, Bank Accounts and Investments
 - Monthly journal transfers, accruals and reports
 - Liaising with the Association's Accountants to produce year-end and annual reports
- Preparation of Reports for the Board of Directors, the Chief Executive and as required to provide an overview of the Association's performance
- Acting on behalf of the Company Secretary on the preparation, filing and maintenance of all data held by Companies House and the Charity Commission, this includes the filing of Annual Returns and Director's information and acting as Company Data Protection Officer
- Working closely with the Chief Executive to promote and develop the Association across the full spectrum of the Association's activities and day-to-day operation of the PITA Office

Tel: +44 (0)300 3020 150 Fax: +44 (0)300 3020 160 Email: info@pita.org.uk Website: www.pita.org.uk

- Working alongside the various sub-contracts serving the PITA Office (e.g. Editor & Trainers) to provide administrative assistance as and when required
- Preparing for and hosting meetings, discussions, training courses and events, at various external venues as and when required
- Prepare training calendar, liaise with trainers to identify dates for courses, and prepare course notes. Keep trainers informed of the number of delegates, and send invoices and joining instructions to all delegates.
- Provision of an Administrative function for the Paper Industry Gold Medal Association
- To act as Minutes Secretary during Board Meetings and at the AGM.
- To act as the primary point of contact between external callers and the PITA Office.

May 2023