

Further particulars

Vacancy for an Administrator

The History of Parliament is a small research organisation currently employing staff comprising the Director, Dr Paul Seaward, five teams of full-time professional historians, currently 21 in number, a Communications and Outreach Officer and an Administrator. Research is also commissioned from external contributors. The Administrator holds the only full-time administrative post.

The History of Parliament is a charitable trust and its core research is funded by the House of Commons and the House of Lords. Its trustees are members of the House of Commons and the House of Lords. It also undertakes associated projects funded by other research bodies from time to time. It is affiliated to the University of London and in particular works closely with the Institute of Historical Research.

It occupies a Georgian style building in Bloomsbury comprising a basement, ground and three upper floors. The top floor has recently been sublet to a company of chartered surveyors. Whilst each employee has a workspace in the building, the nature of the work means that it is often conducted elsewhere and for the majority of the time, the building is not fully occupied.

Our website carries a comprehensive account of our research activities, staff and governance.

The attached Job Description details a considerable number of responsibilities for the post holder which arise because of the scale of the operation. It is important to note that principal amongst those is competent management of the financial aspects of the business. Potential applicants may find it of interest to visit the Charity Commission's Website at <http://forms.charitycommission.gov.uk/find-charities/> to view our latest annual accounts and to gain a better understanding of our undertakings and the level of financial competency required.

Efficient administration of HR matters and management of the premises is of equal importance but an existing knowledge of and interest in the issues involved could be more fully developed by the successful candidate.

With this in mind, the post is offered on grade 06/07 of the AMP pay scale (£29,217 - £40,488 per annum inclusive of London weighting) depending on experience. It is a full time permanent post and hours are 35 hours per week.

There will be a probationary period of 6 months from commencement. The post carries eligibility to join the Universities Superannuation Scheme. Annual leave is 30 working days excluding public holidays and dates in line with the closure of the Senate House offices of the University of London.

HISTORY OF PARLIAMENT

Job Description

Job title:	Administrator
Grade:	06/07 on the AMP pay scale (£29,217 - £40,448 per annum inclusive of London weighting) depending on experience
Responsible to:	the Director
Qualifications:	a good honours degree (or equivalent and relevant HE qualification) with extensive experience in financial management and experience in HR and facilities administration

Duties and responsibilities:

The post holder will be required to manage all of the support services for the History of Parliament's research work. Areas of responsibility include finance, HR and facilities as follows:

FINANCE

- **Financial Control and Analysis**

1. Preparation of annual budget;
2. monthly management of accounts payable including checking and processing of expense claims and payments to suppliers, principally by cheque;
3. monthly management of accounts receivable including issuing invoices and statements to grant bodies clients and tenants; banking of cheques received;
4. monthly preparation of cash book (Excel) together with bank reconciliations, year to date outturn and end of year projection (Excel);
5. monthly monitoring of budgeted expenditure including supplier performance; bringing potential under/overspends to the attention of the Director;
6. quarterly preparation of VAT returns and submission online;
7. annual drafting of three year estimates and projections and updating as required;
8. annual gathering of data on publications sales and stock figures;
9. maintenance of Trust's asset register;

10. member of the Trust's finance committee meeting half-yearly with representatives of the House of Commons and House of Lords finance departments;
11. annual draft of report and financial statements for audit by the National Audit Office.

- **Payroll and staff remuneration**

12. Monthly preparation of payroll instructions for external provider including those concerning pay increases, starters, leavers, temporary staff, honoraria, fees for members of the editorial board, SMP, SPP, SSP, membership of the pension scheme (USS), membership of the health scheme and changes of address;
13. monthly preparation of pension contributions data and uploading to USS platform.
14. in tandem with item 6, modelling of payroll costs in line with UCEA pay agreements and changes to employer's ERNIC and employer's pension scheme contributions.

HR ADMINISTRATION

15. Drafting of job specifications, person specifications and advertisements; processing applications, scheduling interviews, monitoring interviews, drafting employment contracts and inducting new entrants;
16. bringing to the Director's attention changes to statutory employment policies;
17. drafting updates to staff handbook and employment contracts;
18. providing information and enrolling members into Westfield Foresight Health plan Scheme; employer's representative for staff contact;
19. providing information and enrolling members into the Universities Superannuation Scheme; employer's representative for staff contact;
20. maintaining leave and sickness records and personnel records; liaison with the University of London's occupational health service as required.

FACILITIES

- **the Premises**

21. Ensuring compliance with the History of Parliament's lease obligations to the Landlord including repairs and renewals;
22. ensuring compliance with the History of Parliament's lease obligations to its sub tenant including repairs and renewals in common parts and sub tenant's compliance with his lease obligations to the History of Parliament;

23. renewal of annual insurance for public liability and business contents insurance updated as necessary and ensuring best value;
24. renewal of energy contracts ensuring best value;
25. managing internal and external bookings for the Common Room and invoicing as appropriate;
26. managing health and safety contracts and legislative requirements including:
 - fire prevention and protection (alarms, smoke detectors and extinguishers)
 - security alarms and keyholder services (including out of hours contact)
 - pest control
 - first aid arrangements
27. managing cleaning contractors and rubbish disposal and recycling contractor;
28. managing internal moves and furniture and equipment renewals and disposals.

- **ICT**

29. Managing the ICT contract to which the support for PCs, laptops, servers, printers and telephones is outsourced. All instructions to the ICT contractor are made through the Administrator (or *in absentia* the Director) in order to maintain cost efficiency and co-ordination of services;
30. research and ordering of new ITC equipment and the safe and secure disposal of redundant equipment with the prior agreement of the Director.

GENERAL

31. compilation and circulation of papers to members of the Editorial Board; minuting its quarterly meetings;
32. managing the postage meter contract and monitoring its funds and usage;
33. ordering and maintaining sufficient levels of stationery stocks;
34. maintaining sufficient supplies of refreshment items and equipment;
35. sharing minimal reception duties;
36. any other duties requested by the Director as appropriate to the nature of the role.

HISTORY OF PARLIAMENT

Person specification

<i>Qualities/skills</i>	<i>Essential</i>	<i>Desirable</i>
Education/Qualifications	A good honours degree or equivalent relevant HE qualification	Accountancy qualification ICT literacy qualification
Work and other relevant experience	Extensive experience in managing accounts and the ability to produce annual accounts. Expertise in using Microsoft Word, Outlook and Excel, especially for accounts. Experience of HR, payroll administration and premises management. An awareness of health and safety issues including fire regulations.	Experience of providing ICT Support Previous experience of working in an academic environment
Personal qualities and abilities	Excellent organisational and time management skills, self-motivation, good communication skills both written and oral, flexibility, able to work independently.	An interest in history

APPLICATIONS

Please complete the application form overleaf and send **5 copies** together with 5 copies of your current CV and a covering letter explaining your suitability for the post to the Administrator, History of Parliament, 18 Bloomsbury Square, London WC1A 2NS **by Thursday 31 March 2016**. If you wish to receive an acknowledgement of your application, please include a stamped, addressed envelope.

It is envisaged that interviews will take place on a day to be determined in the week beginning 18th April 2016. Shortlisted applicants will be contacted by Friday 8th April 2016. If you have not been contacted by then, your application will have been unsuccessful.

If you have any queries, please contact the current Administrator by email at smacquire@histparl.ac.uk



Application Form

Please complete the form in full using black ink or type. Attach an up-to-date Curriculum Vitae

Post applied for

Section

Where did you learn of this vacancy?

PERSONAL DETAILS

Surname

Title

First names

Telephone:

Full address

Home

Work

Mobile

Email

Do you need permission to work in the UK? Yes

☐

No

☐

If yes, please give details

EMPLOYMENT HISTORY		
Name and address of employer	Dates (month and year)	Position held

Current salary £

Notice required

HEALTH

Do you have any disabilities that might affect your application?

Yes

☐

No

☐

Please tell us if:

- a. there are any reasonable adjustments we can make to assist you in your application;
- b. there are any reasonable adjustments we can make to the job itself to help you carry it out.

REFEREES

Please give names and addresses of two academic referees stating current post and capacity by which known to you. **Please indicate whether we may contact each referee prior to interview*

1. Name	<input type="text"/>		
Address	<input type="text"/>	Tel	<input type="text"/>
		Fax	<input type="text"/>
		Email	<input type="text"/>
Post	<input type="text"/>		
Capacity	<input type="text"/>	*Contact?	<input type="text" value="Yes/No"/>
2. Name	<input type="text"/>		
Address	<input type="text"/>	Tel	<input type="text"/>
		Fax	<input type="text"/>
		Email	<input type="text"/>
Post	<input type="text"/>		
Capacity	<input type="text"/>	*Contact?	<input type="text" value="Yes/No"/>

I hereby declare that the information given in this application is true to the best of my knowledge and belief and may be used for the purposes of processing my application. I understand that it is subject to the Data Protection Act 1998 and will be treated as confidential and not revealed to any unauthorised source.

Signed

Date

failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal