

JOB DESCRIPTION

POST: Office and Finance Manager
GRADE: £17.04/hr for 25 hours per week
RESPONSIBLE TO: Operations Manager

MAIN PURPOSE OF THE POST:

Responsible for ensuring effective and efficient day to day running of the office including Administration, Finance, compliance and management support for the organisation. Provide line management support for Admin Team and provide cover when required.

Office, Facilities and Compliance

- Ensure delivery of an effective, efficient administration and office management team
- Line manage staff to ensure compliance through positive support and development
- Ensure office equipment is maintained and support staff with IT
- Monitor office contracts to ensure value for money and quality
- Prepare/organise/plan/participate/minute meetings and events
- Assist in organisation promotion via website, social media and publications
- Act as Data Protection Officer
- Ensure office regulatory and contractual compliance including all policy updates, etc
- Respond and resolve issues as necessary and carry out other such duties as required

Finance

- Liaise with Management and external Accountant to ensure efficient and compliant financial systems
- Assist in preparing/reviewing budgets, forecasts and strategic planning
- Identify and prepare grant and funding applications/fundraising to increase income
- Manage staff using Xero including making payments via online banking for tax, pensions, others

Human Resources/Health & Safety

- Provide line management support for all administrative staff, volunteers, placements, etc
- Support administrative staff to support effective workload management through development and supervision
- Provide effective HR service and liaise with HR Consultant
- Lead recruitment, induction plans, staff records including personnel, training, absence, etc
- Manage health & safety, risk and security systems and provide staff with updates and training
- Keep updated with legislation and requirements to support the wider team

This job description may be altered over time and by agreement to reflect the changing requirements of the post and the Centre therefore a flexible approach by the post holder is essential.

Requirements

Essential/Desirable

1. Qualifications/Education/Knowledge/Experience

Managing an Office including health and safety of buildings	Essential
Finance/Bookkeeping/Budgets/ Xero	Highly Desirable
Information Technology/ Business Management or similar	Highly Desirable
HR, line management and staff supervision	Highly Desirable
Commitment to Continuous Professional Development	Highly Desirable
Office/Business/Finance qualification	Highly Desirable
Regulatory & Contract compliance (financial, legal and KPI)	Desirable

2. Abilities

Proficient Administrator able to manage deadlines and delegate	Essential
Excellent Office 365 and IT Skills	Essential
Ability to ensure knowledge is up to date and accurate	Essential
Ability to work as part of a team and on own initiative	Essential
Experience of leading, managing and encouraging team morale	Highly Desirable

3. Personal Qualities

Strong communication skills both verbal and written	Essential
Compassionate, approachable, empathic and non-judgemental	Essential
Enthusiastic, highly motivated and driven	Essential
Multi-task and organised; precise and efficient	Essential
Able to work flexible hours as and when required	Essential

4. Ayr Housing Aid Centre Values

Respect the Centre's ethos, core values, aims and objectives	Essential
Understand service users' needs and aspirations	Essential