



Finance and Office Manager

Salary: £22,444.50 per annum (pro-rata for part-time employees)

Hours of Work: 30 to 37.5 hours per week (4 or 5 days)

Holiday Entitlement: 25 days per annum (pro rata for part-time employees)

Reporting Relationship: To General Manager

Location: 37 Portland Road Hove BN3 5DQ

Job Objectives: To be responsible for the overall financial administration of Off The Fence and to provide the CEO, General Manager and Treasurer with any financial reports and budgetary information as required. To provide leadership and line management for the finance team.

General Duties

- To ensure that the finance administration procedures and processes deliver effective and efficient support to the managers, CEO and Trustees of the charity.
- Pay all invoices and expenses, with appropriate cashflow control.
- All expenditure transactions in Quickbooks.
- Maintain cashflow spreadsheet – expenditure.
- To manage appropriate levels of cash in all bank accounts, reserves and petty cash.
- To reconcile the accounts each month, maintain cashflow spreadsheet, produce expenditure reports to the department managers and produce management reports for the Treasurer.
- Meet with department managers to discuss expenditure against budget.
- To work with QuickBooks software to ensure that all financial transactions are recorded and prepared for auditing at year end.
- To maintain a paper trail so that the organisation can be audited with confidence and to liaise with the organisation's accountants/auditors.
- To manage the organisation's archive of financial records and ensure correct disposal of archives.
- To complete monthly payroll and wage payments to staff. Produce P60s on annual basis and P45s, SMP and SSP as necessary.
- To administer the pension scheme, all payments and enrolments.
- To produce, maintain the annual budget and forecasts throughout the year, with input from the CEO, General Manager and department managers.
- Record all donations and expenditure restricted to specific departments/projects.
- Update and maintain inventory for all departments.
- Take responsibility for all purchasing and buying, including research and negotiation for all contracts for all properties e.g. utilities, stationery and communications.
- Maintain Amazon wish lists for Antifreeze and Gateway.
- To manage all creditors.
- To continuously look at ways to improve the Charity's working practices in the area of

Resisting poverty. Empowering people. Restoring hope.



Off The Fence Trust Limited
Charitable Company No: 5300691
Registered Charity No: 1108777



finance.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Other Duties

- To support and help with general administration in the Head Office as and when required
- Attend regular supervision and team/prayer meetings when possible
- General office duties including answering the phone
- To be responsible for the management of the various properties owned or leased by the Charity.
- To oversee the financial and legal introduction of new projects and any Capital Appeal.
- To oversee all the Insurance implications and requirements of the Charity.
- To be the legal service liaison, where required.

Person Specification

- Good organisation and time management skills
- Good information technology skills, especially Microsoft Excel, QuickBooks and Moneysoft Payroll
- Good communication skills both written and verbal
- Ability to work to deadlines, to manage and prioritise work schedule
- The ability to work on own initiative and co-operatively as part of a team
- Personal integrity of a high order
- Good interpersonal skills with the ability to develop and sustain relationships with a variety of people within the organisation
- High levels of accuracy and attention to detail
- Ability to embrace change and learn new skills where this benefits Off The Fence and its clients
- Good knowledge of accounting practice

Subject to review

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and consequently will be subject to review.

Confidentiality

This job includes access to confidential information and this must not be divulged to any unauthorised person.

Signed Line Manager:

Date:

Signed Post Holder:

Date:

Resisting poverty. Empowering people. Restoring hope.



Off The Fence Trust Limited
Charitable Company No: 5300691
Registered Charity No: 1108777

