



Finance and Office Manager

Job Description

Job Title: Finance & Office Manager (37.5 hours a week)

Area/Function: Core

Job Location: Thames Valley Partnership Office, Chilton, Buckinghamshire HP19 8NA

Salary: NJC Payscale PO4 (pt 41 £36,379 to pt 44 £39,177 dependent on experience)

Nature and context of the role: This 37.5 hour manager post is to support the work of the Board of Trustees, the Director, core team and programme managers.

Purpose of the Job:

You will be responsible for the management and operation of our finances, providing efficient, accurate and timely reporting on financial performance of the programmes and delivering administrative support services to ensure the smooth running of the office.

Key Tasks & Responsibilities:

- Financial Management – you will oversee the work of the Finance Officer and ensure the day to day financial tasks are completed. These will include the banking transactions, purchase ledger, sales ledger, bank reconciliations and VAT return;
- Management accounts – preparation of monthly management accounts.
- Payroll – you will prepare and process salaries on a monthly basis;
- Year-end accounts – preparation of year end accounts for audit and Annual Report and Accounts;
- Company Secretary functions – managing the Board of Trustees meetings including AGM, agendas, papers and minutes;
- Governance - reporting to Companies House and Charity Commission;
- Regulatory requirements – responsible for health and safety and fire safety compliance;
- Contract management – responsible for managing and renewing facilities contracts;
- Human Resources - responsibility for all HR functions in conjunction with our HR consultants, Peninsula;
- Team management - line management of core administrative team;
- Data Protection – responsible for data protection compliance;
- Undertaking any other responsibilities that may be required;
- Providing prompt and helpful support to programmes, when necessary.

Person Specification

Skills, Knowledge and Abilities

Essential

- Demonstrable experience in an office management role;
- Demonstrable experience in an finance management role;
- Experience dealing with auditors;
- Experience of working within the voluntary sector;
- Experience of SAGE 50 Accounts and SAGE 50 Payroll;
- Experience of project accounting;
- Demonstrable HR experience;
- Knowledge of Data Protection;
- Strong organisational and problem-solving skills;
- Ability to work to tight deadlines;
- Strong IT skills/Microsoft Excel and Word skills;
- Ability to work to high level of accuracy with attention to detail;
- Ability to manage and prioritise own workload;
- Experience of line managing;
- Self-motivator;
- Great team player;
- Excellent communication skills.

Desirable

- Qualified or part qualified accountant (ACA, ACCA or CIMA);
- Experience of fundraising;
- Previous experience working with volunteers;
- Knowledge and understanding of the criminal justice system.

Thames Valley Partnership is an equal opportunities employer; the aim of our policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability. We do not disbar applicants with criminal convictions and are mindful of the requirements of the Rehabilitation of Offenders Act, 1974.