

Finance and Office Manager Role and Person Description

Job title: Finance and Office Manager
Reports to: Chief Executive
Hours: 21 hours worked over the week (fewer hours in school holidays negotiable)
Base: Blue Smile office (currently in central Cambridge)
Salary: Full-time equivalent £27,000 - £32,000 per annum, dependent on skills and experience

Blue Smile's mission is to improve the mental wellbeing and prospects of Cambridgeshire children through expert arts-based therapies. The charity has well over 60 clinical workers in teams and as individuals in schools in Cambridgeshire giving vital therapy and mentoring to emotionally troubled children. The small central office of currently 11 people supplies vital support in clinical administration, communication and fundraising for our work, and overall management of the charity as it works towards our vision of a world where happier children have brighter futures.

Overall purpose of the role

- To manage the smooth running of the Blue Smile office and charity, and work closely with and support the CEO
- To manage the electronic bookkeeping system, including management accounts, helping to supply information for fundraising and for the annual accounts (which will be done by an outside accountant). There is support from an outside consultancy for this. Invoicing and payments are made by the finance/office/IT assistant, although it is the responsibility of the Finance and Office Manager to ensure invoices are issued on time.
- To support the CEO, Clinical Services Administration Manager and the Communications/Fundraising Manager in the effective administration of Blue Smile through maintaining and helping to develop in-house systems and procedures; providing help with administration tasks as needed
- To act as company secretary, overseeing the Clerk to the Trustees' work
- To manage the Office/Finance/IT Assistant and office volunteers who help with tasks; and to look after visitors to the office
- To oversee and operate office HR and administrative processes
- To act as overall lead on continuing GDPR work (supported by outside volunteer) though most of the policies and overall work has been done on this

Main duties and responsibilities

Finance

- Managing the cash flow, restricted income, budget, oversight of Xero and providing monthly management accounts from Xero with narrative for the Board of Trustees and staff
- Line managing the Office/Finance/IT Assistant and oversight of externally provided payroll service
- Providing financial information for charitable trust and other fundraising applications, including costing packages and monitoring expenditure against budget
- Taking part in and providing papers for the Remuneration and Finance subcommittee (presently Thursday lunchtimes in Cambridge, approximately 5 times per year)
- Supporting the treasurer, external financial service and CEO with the financial year end to ensure all documents are received and filed and to help the CEO with narrative for annual accounts

Administration, premises and HR

- Overseeing recruitment, induction and HR processes of directly employed staff, including developing new systems to keep abreast of current legislation and for best practice (note, we have an external adviser on HR to support this)
- Overseeing office arrangements and resources, including liaison with landlords; note that an office move is likely within the next year for which this post will be responsible with help from the office assistant
- Ensuring compliance, including insurance, health and safety, charity and company requirements, annual review of non-clinical policy and procedures. Taking the lead on GDPR and oversight of Dropbox.
- Line management of Clerk to the Trustees and ensuring Board compliance; ensuring documents are filed on time as company secretary
- Occasionally helping at important events (3-4 times per year)
- Maintaining absolute confidentiality regarding the personal and clinical data being processed in the charity and the sensitive issues and information that may be discussed as part of this work

Person Specification

Qualifications

- A degree-level education or equivalent and a bookkeeping/accountancy qualification, minimum AAT, and ideally ACA or ACCA
- HR knowledge and experience

Experience

- Work managing an office and staff
- Experience and some knowledge of GDPR
- Production of management accounts, ideally for a small business or charity and ideally using Xero
- Ideally, some experience of working in a voluntary sector organisation, small organisation or schools

Skills

- An ability to contribute to effective planning and to implement resulting activities effectively
- Good management skills
- An ability to ensure the maintenance of confidential records
- An ability to work under pressure, deal with a fast and varied workload, and prioritise activities
- Competent computer skills, including Word, Excel and, ideally, Dropbox and Xero

Personal qualities

- A 'can do', collaborative, tactful and helpful manner
- Organised and good at planning
- Good communication skills: phone, written and oral
- Passionate about the charity and its cause