



Finance & Operations Manager

Job Description and Person Specification

Title: Finance & Operations Manager

Salary: £29,500 - £31,500 pro rata (plus 3.5% pension contribution, if eligible)

Hours: 21 hours per week (part time role)

Annual leave: 22 days plus statutory holidays (pro rata)

Location: Oxford

Overview

If you have strong operational experience with at least two years at a senior level, sound financial planning and analytical skills combined with a strong systematic approach, and a desire to be part of a dynamic team making a significant impact on one of the world's major issues - we want to hear from you.

Climate Outreach is a growing charity based in Oxford with an increasingly international perspective. We successfully work to widen engagement with climate change based on sound research and developing best practise. We are looking for a Finance & Operations Manager to ensure the day-to-day operations of this dynamic charity run smoothly. Key areas of responsibility will include the organisation's finances, human resources and ensuring that office and support systems are effective.

It is anticipated that Climate Outreach will continue to grow and it is expected that the role may develop accordingly. It is possible that the days worked will also expand, subject to funding.

Job Description

Reporting directly to the Executive Director and working with the Senior Management Team (SMT), the Finance & Operations Manager, will be responsible for managing the finances of the organisation while providing oversight of the human resources and other operational aspects that will allow Climate Outreach to grow effectively and fulfil its mission. The Finance & Operations Manager will manage the following functions:

1. Financial Management (c.60% of role)

Manage and oversee all financial and business activities, including:

a) Direct and administer all financial plans,

b) Produce and analyse financial reports including:

- monthly management accounts for Senior Management Team (SMT) and trustee meetings;
- monthly donations and other charitable giving;
- produce quarterly VAT returns to meet HMRC deadlines;
- the Annual Review & Accounts and Annual Return, to meet Companies House and Charity Commission deadlines;

- ensure that Gift Aid is claimed on a timely basis;
- project reports for external funders to meet contractual deadlines.

c) Ensure efficient and timely systems are in place for invoicing, payments and other financial transactions including:

- managing payments to suppliers, and logging and reimbursing expenses incurred by staff and volunteers;
- invoicing clients, following up on debtors where needed; recording income from funders and individual donors;
- processing the monthly payroll and pension contributions, and ensure that staff and payroll taxes are paid in a timely manner;
- conduct regular bank reconciliations and management of deposits.

d) Lead and support the organisation's budgeting process including developing and overseeing budgets to be included in funding bids and tenders,

e) Ensure that all financial processes are transparent and accurate; and that staff, trustees and volunteers understand and adhere to, all financial processes that are applicable to them,

f) Monitor and update project funding reports for internal project managers, and external donors and clients, ensuring that all stakeholders receive these in a timely manner, and that accurate records are maintained.

2. Human Resources Management (c. 20% of role)

Manage the human resource function, including:

- Recruitment of staff, interns and volunteers, as and when required,
- Coordinate professional training and development, including new employee and volunteer induction,
- Retention strategies including main point of contact for volunteers and interns,
- Health and safety and all other regulatory issues,
- Ensuring that the human resource function is properly resourced meeting the needs of a developing organisation,
- Ensure that human resources procedures are updated and maintained in line with practical and legal requirements.

3. General Operations Management (c. 20% of role)

Oversee general operations including:

- Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements.
- Information technology – ensuring that out-sourced IT support is appropriate, and act as key point of contact between internal staff and these contractors. Manage day-to-day systems in liaison with contracted IT support providers.
- Ensure office equipment and supplies are maintained, including researching and negotiating with suppliers to ensure that Climate Outreach receives the most cost-effective and high quality services.

e) Liaise with the landlords including: Ethical Property Company (Oxford Office) and Natural Solutions (Wales Office) regarding all tenancy matters.

f) Work with project staff to ensure that robust project management systems are in place and adhered to.

Other such appropriate tasks as required in the ongoing support of Climate Outreach's work.

Person Specification:

Essential

Experience

- A minimum of two years' relevant experience in a similar role in the not for profit or public sector;
- Proven experience of working within charity finance and especially working with restricted funds and with different currencies;
- Experience of financial management and processes, including budgeting and reporting;
- Professional experience of dealing with external organisations (such as clients and funders);
- Proven track record of maintaining and updating office support systems and administration procedures.

Skills

- Excellent book-keeping and accounting skills;
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities;
- Organised and efficient, with attention to detail;
- Flexibility in adapting plans quickly in order to react to changing circumstances and priorities;
- Ability to communicate proactively, regularly and timely with individuals and teams;
- Ability to anticipate situations and problems, and find appropriate solutions;
- Ability to set priorities and react positively in light of shifting and competing time pressures
- Strong and demonstrable IT skills including standard office packages (MS Office/Google docs), particularly spreadsheets, and database management;
- Ability to see the bigger strategic picture and integrate into wider organisational planning;
- Strong interpersonal skills with a good level of spoken and written English;
- Ability and desire to learn and pick up new skills quickly.

Interests

- Engaged with the issue of climate change

Desirable

Experience

- Experience of producing VAT returns for HMRC
- Experience of using QuickBooks, or similar systems, for book-keeping
- Experience of using SAGE, or similar systems, for payroll processing
- Experience of working on year end accounts for charities, including providing statutory accounts for external examination which comply with the charities SORP
- Experience of managing Human Resources processes and current Health and Safety requirements
- Experience of administering personal and stakeholder pension schemes

Skills

- Relevant accounting qualification– qualified or technical (ACA, ACCA, CIMA, AAT etc)
- Human Resources qualification - CIPD qualification or equivalent