

JOB DESCRIPTION

Finance and Operations Manager for Levenshulme Old Library

£12 per hour self employed for an initial trial period of 6 months, with option to extend.

Initially 7 hours per week, Flexible.

JOB TITLE: Finance and Operations Manager

ACCOUNTABLE TO: Trustees of LOLCIO

OBJECTIVE: To assist in the smooth, effective & efficient running of the finances and operation of LOLCIO, with a specific remit around income generation. To actively promote the interests of Levenshulme Old Library at all times.

MAIN DUTIES & RESPONSIBILITIES:

1. Day to day book keeping and financial management:

- a. Keep track of invoices and expenses, and prepare regular payment schedules,
- b. Maintain cashflow records and prepare financial projections,
- c. Ensure essential financial procedures and requirements are followed,
- d. Report on a monthly basis to Trustees on risks, debtors and other areas for concern.

2. Day to Day Operations:

- a. Ensure policies, insurances and other essential operations are fit for purpose,
- b. Make proposals for improving data security and other information systems ,
- c. Develop or improve administrative systems,
- d. Deal with any other matter which would facilitate the smooth running of the building and LOLCIO as may reasonably be required.

3. Fundraising and income generation:

- a. Review and make recommendations for income generation through the building,
- b. Research potential grant income,
- c. Support the preparation and submission of funding bids.

PERSON SPECIFICATION:

Flexibility, and experience of similar organisations and experience with financial management are the key attributes we are seeking. We believe the following are important in selecting the right person for this role:

- Solid financial skills, suitable for a small not for profit organisation. Essential
- Proactive and conscientious, and able to fulfil the core requirements of the role: Essential.
- Able to attend evening Trustee meetings on a monthly or bi-monthly basis; Essential.
- Friendly and approachable, and embracing our commitment to equal opportunities: Desirable.
- Experience of working with an arts focussed organisation: Desirable.
- Experience of researching and writing funding bids: Desirable.
- Experience of online accounting systems: Desirable.

FINANCIAL ARRANGEMENTS:

- As a new role it is proposed that this post is initially up to 7 hours per week at a rate of £12 per hour self employed, claimable on a bi-weekly or monthly basis. Payment will be by online banking.
- Essential working expenses can be claimed, and where required a petty cash float of up to £100 be provided to facilitate activity on behalf of LOLCIO.
- Total working expenses not to exceed 10% of work claimed.

OTHER CONSIDERATIONS:

- Supervision will be provided primarily by Jez Hall (Treasurer) with support from Phil Murphy (building Operations Manager), with the support of up to 2 LOLCIO Trustees.
- You will be working alongside our volunteer coordinator.
- The trial period of 6 months will be used to define the longer term role, including additional (or reduced) duties, with the option to go onto PAYE by mutual agreement.
- LOLCIO and the post holder will have the right to terminate the arrangement with one months notice during the trial period. After the trial period this will be one month
- Reporting (time management) will be by completing timesheets/activity reports, in a format agreed with the supervising trustees.
- Pension, National Insurance, holiday and other benefits are not payable for a self employed role.