

JOB DESCRIPTION

Finance, HR and Operations Manager for Levenshulme Old Library

- £25,025 pro rata for an initial period of 6 months, with intention to extend.
- Initially 18 hours (approx. 2.5 days) per week, Flexible.
- Location: At least 2/3rds working from Levenshulme Old Library, with option to work the remainder flexibly from home.

JOB TITLE: Finance, HR and Operations Manager

ACCOUNTABLE TO: Trustees of LOLCIO. You will be working alongside our small part time staff team, sharing important decision making as appropriate.

OBJECTIVE: To work with the Levenshulme Old Library (LOL) management team, to deliver professional accounting services, support day to day operations in the building and to provide proactive, professional Human Resource support. Includes maintaining financial records and preparing and interpreting statements, such as annual reports; cash-flow forecasts, formulating and running accounting, HR and reporting policies, and manage and control venue bookings.

MAIN DUTIES & RESPONSIBILITIES:

Finance:

- Lead on and provide financial advice and guidance to staff and trustees to help understand the impact of quarterly results and forecasts and monthly reporting against budgets, highlighting any significant issues to enable informed decision making.
- Manage and review compliance with financial regulations and ensure essential financial procedures are followed, to protect LOLCIO from legal or other negative consequences.
- Build and develop business plans and budgets to enable good organisation governance and growth.
- Identify and proactively manage risk, including the financial suitability of new users or suppliers.
- Maintain and manage cashflow, petty cash, monthly PAYE, and day to day financial transactions, including inputting invoices and bills onto Xero accounting software.
- Ensuring timely payment of invoices and expenses by establishing regular payment schedules.
- Reporting regularly to Trustees on risks, debtors and other areas for concern.
- Review and make recommendations for income generation through the building.
- Research potential grant income, and support the preparation and submission of funding bids.

HR:

- Provide proactive, professional HR support to facilitate the delivery of the people/HR plans.
- Oversee recruitment, staffing, succession and performance plans, maintaining appropriate data within the associated process.
- Provide support to administrative and operational HR activity and Organisation Change.
- Support research, reporting requirements, analysis and production of reports to support the implementation of HR initiatives, including pay and conditions reviews.
- Seek advice on, identify, and continuously improve our HR support.
- Maintain and share up to date professional HR knowledge with our Trustees.

Building Operations:

- Oversee and manage the building booking system.
- Engage and influence staff, stakeholders, and trustees to guide initiatives to improve performance.
- Ensure policies, insurances and other essential operations are fit for purpose.
- Make proposals for improving data security and managing information.
- Develop or improve our administrative systems.
- Deal with any other matter which would facilitate the smooth running of the building and LOLCIO as may reasonably be required.

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:

Essential

- Solid financial skills, suitable for a not for profit/charitable organisation.
- Experience of supporting the delivery of HR initiatives and projects
- Proactive, organised and conscientious, and able to fulfil the varied requirements of the role.
- Strong interpersonal, written and communication skills.
- IT literate, (e.g., MSExcel, MSword and using secure cloud storage and accounting systems.)
- Friendly and approachable team worker, embracing our commitment to equal opportunities.
- Ability to work from the building during school hours a at least two days a week.
- Able to attend evening Trustee meetings on a monthly basis.

Desirable

- Experience of working with a community focussed/charitable/arts organisation.
- Experience of running bookings and event coordination.
- Experience of researching and writing funding bids.
- Experience of the XERO online accounting software.

FINANCIAL ARRANGEMENTS:

- This post is initially 18 hours per week. Payment will be by online banking at the end of each month. While it's intended this will be a PAYE post, self-employment may be an option. Pension, National Insurance, holiday and other benefits are not payable for a self-employed role.
- Essential working expenses can be claimed, and a petty cash float will be provided to facilitate activity on behalf of LOLCIO.

OTHER CONSIDERATIONS:

- Supervision will be provided primarily by the Treasurer with the support of up to 2 LOLCIO Trustees.
- The initial period of 6 months will be used to define the longer-term role, including additional (or reduced) duties. This period will also include a regrading of your and other staff posts.
- Reporting (time management) will be by completing timesheets/activity reports, in a format agreed with the supervising trustees.