

## JOB DESCRIPTION

### Finance and HR Manager for Levenshulme Old Library

- **£25,025 pro rata for a probationary of 6 months, with intention to extend**
  - **PAYE role, with option to join our pension scheme**
  - **Initially 14 hours (approx. 2 days) per week. Open to flexible working**
  - **25 days holiday per year pro rata, not including bank holidays**
  - **Location: Levenshulme Old Library, with options for remote working**
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**JOB TITLE:** Finance and HR Manager

**ACCOUNTABLE TO:** General Manager and Trustees of Levenshulme Old Library CIO

**OBJECTIVE:** To work with the LOL Staff Team and Trustees to deliver professional accounting and financial services and provide proactive Human Resource support.

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### WHO WE ARE

Levenshulme Old Library CIO (LOL) is a charitable organisation running a community arts centre in the heart of Levenshulme. We are a small team staffed by local residents and governed by a Trustee board, who are passionate about providing affordable and welcoming spaces and activities for the residents of Levenshulme. We are expanding our team to support our strategic objectives.

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### ABOUT YOU

A flexible worker, with strong knowledge around financial management and working within similar community and/or arts organisations. Highly skilled in relevant financial and payroll software, with a high level of knowledge of development and implementation of HR policy. We are seeking somebody who is proactive, collaborative, and keen to help the organisation progress and grow.

You will work closely with the General Manager, other team members, and Trustees to ensure smooth financial and HR operations, and will have an opportunity to shape the future development of the role.

## SKILLS

### Essential

- Proficient financial skills, suitable for a not-for-profit/charitable organisation.
- Experience of online accounting software, such as XERO.
- 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 and communication skills.
- A high level of IT literacy (e.g. Excel, Word and using secure cloud storage and accounting systems).
- Communication of financial data and reports at regular Trustee meetings.

### Desirable

- Experience of working with a community-focused/charitable/arts organisation.
  - Experience of managing processes within a team environment.
  - Experience of researching and writing funding bids.
  - A connection to Levenshulme or surrounding communities.
  - Familiarity with charity compliance and financial reporting requirements for grants or funding bodies.
  - Strong problem-solving skills and the ability to work collaboratively in a small, close-knit team.
  - Lead the review and improvement of HR policies, ensuring they align with best practices and the needs of our team.
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## WHAT YOU'LL BE DOING

### Finance:

- Lead on and provide financial advice and guidance to Staff and Trustees to understand the impact of quarterly results and forecasts and monthly reporting against budgets, highlighting issues to enable informed decision making.
- Maintain and manage cashflow, petty cash, monthly PAYE, and day-to-day financial transactions, including inputting invoices and bills into Xero accounting software.
- Manage and review compliance with financial regulations and ensure essential financial procedures are followed.

- Build and develop business plans and budgets to enable good organisational governance and growth.
- Identify and proactively manage risk, including the financial suitability of new users or suppliers.
- Ensure timely payment of invoices and expenses.
- Research potential income generation and support the preparation and submission of funding applications, in liaison with staff team.

**HR:**

- Ensure our Staff and Trustees have access to proactive, professional HR services to better support individuals and the organisation.
- Oversee recruitment, staffing, succession and performance plans, maintaining appropriate data within the associated processes.
- Support research, analysis and production of reports to assist the implementation of HR initiatives, including pay and conditions reviews.
- Seek advice on, identify gaps, and improve our HR support.
- Maintain and share up to date professional HR knowledge with Staff and Trustees.

**Additional:**

- Assist with other day-to-day organisational duties to ensure the smooth running of the organisation as may reasonably be required.
- Assist with booking and hires enquiries.
- Liaise with staff on booking and invoicing.
- Provide a point of contact within the building during some of the opening times.
- Attend training to support personal and professional development.

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**OTHER INFORMATION:**

- This post is initially 14 hours per week. Payment will be by online banking at the end of each month.
- Essential working expenses can be claimed in alignment with policies, and a petty cash float will be provided to facilitate activity on behalf of LOL.
- The successful candidate will be offered the post subject to an enhanced DBS check and references.
- Induction and support will be provided primarily by the General Manager with the support of other members of the LOL Board.

- The initial period of 6 months will be used to define the longer-term role, including additional (or reduced) duties.
  - Supportive time management and workflow will be monitored through a format to be agreed amongst staff and Trustees.
  - You will work from Levenshulme Old Library for the majority of your hours, with days to be agreed in conjunction with the rest of the staff team, but we also support flexible working practices.
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