



## Job Description: Office and Finance Manager

- Reporting to:** Chief Executive
- Responsible for:** currently N/A but may be responsible for staff in future as Green Synergy continues to grow
- Overall Purpose:** To be responsible for the day-to-day office, financial and administrative management of Green Synergy
- Hours:** 35 hours per week
- Salary:** £23,000- £26,000 FTE depending on experience
- Location:** Green Synergy main office, 49, Roman Pavement, Lincoln
- Duration:** Permanent

### Overview of Role

We would like an experienced, professional, person to join our friendly, dynamic team and run Green Synergy's office. You will be responsible for the charity's day-to-day office, administration and financial management and will play a pivotal role in supporting the efficient running of our growing organisation.

### Charity Overview

Green Synergy is a Lincoln-based charity, that uses community gardening, city farming and eco-therapies to help people socialise, learn and thrive. We run a 2.5-acre community garden at the back of Lincoln County Hospital. We use this to deliver

a range of projects for adults, children, families and young people. Our work is particularly focused at helping people who are living in poverty and disadvantage.

### **Specific Duties and Responsibilities:**

#### **Office Management and Administration**

- Manage Green Synergy's internal and external communication systems including the office phone, mobile phones, and email ensuring internal and external messages are dealt with in an appropriate and timely manner
- Manage our IT systems (Outlook, Office 365 and Sharepoint)
- Update and maintain our central filing systems and contacts database- for both our electronic and paper records ensuring these meet funder requirements
- Ensure that the charity is compliant with current GDPR legislation
- Support with the production and formatting of reports, leaflets, and newsletters
- Manage Green Synergy's HR systems including keeping personnel records up to date and managing leave and absence records
- Work with the Board Secretary to keep trustee records up to date
- Ensure compliance with Companies House and Charity Commissioners' requirements including timely submission of Annual Returns
- Work with the CEO and Board to ensure the charity's policies and procedures are kept up to date and are appropriately filed
- Be responsible for maintaining office cleanliness, health and safety and fire safety standards, ensuring the office is compliant with all necessary health and safety, environmental health and fire safety regulations.
- Manage supplier and service contracts, ensuring all office equipment is regularly serviced and appropriately maintained
- Be responsible for ordering office and stationary supplies
- Organise and take minutes for our team meetings
- Provide support for project administration and reporting including projects funded by the National Lottery Community Fund Reaching Communities Programme and The Building Better Opportunities Programme, funded by the National Lottery and European Social Fund

#### **Financial Management**

- Ensure that all financial records are kept accurately up to date
- Manage Green Synergy's bookkeeping using our accounting software, Quickbooks
- Work with the CEO to prepare quarterly management accounts for the Board of Trustees and other financial reports for funders as required

- Work with the CEO and Treasurer to create annual budgets and cashflow forecasts
- Work with project leaders to manage project budgets and produce financial reports for funders
- Produce financial information and budgets for new project proposals and funding bids
- Run our payroll system

### **General Responsibilities**

- Represent and be an ambassador for Green Synergy
- Work to support the mission, ethos, and values of our charity
- Be flexible and carry out other associated duties as may arise
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of our work
- Continue education/ professional development in relation to your areas of responsibility

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

### **Person Specification – Office and Finance Manager**

#### **E=Essential and D= Desirable**

#### **Knowledge and Experience**

- Minimum of two years' experience working as an office manager or similar **(E)**
- Minimum two years' experience of bookkeeping and financial management including experience of working with computerised accounting software (Quickbooks or similar) **(E)**
- Performing a range of administrative tasks for a small, busy organisation **(D)**
- Dealing with the public and beneficiaries both through email and on the phone **(D)**
- Minuting meetings **(D)**
- Team-leadership **(D)**
- The charity world and charity accounting needs **(D)**
- Small office administration systems **(D)**

#### **Skills and Abilities**

- Good communication skills face to face and on the phone or email **(E)**

- Good with people and a team player **(E)**
- Meticulous and able to give attention to detail **(E)**
- Ability to troubleshoot difficult situations, and deal with them calmly, efficiently, and effectively **(E)**
- Proficient writing skills **(E)**
- Good computer literacy, able to maintain computer systems and trouble shoot IT issues **(E)**
- Project management and ability to complete tasks to set deadlines **(E)**
- Ability to contribute to the development of the organisation and think innovatively **(E)**
- Highly competent in Microsoft Office (Word, Excel, PowerPoint and Publisher) **(E)**
- Highly competent in using accounting software **(E)**
- Competent in social media **(D)**

### **Education/Training/Qualifications**

- No specific education/training/qualifications are necessary but evidence of proficiency is required - this could include recent continued professional development in Administration/Finance/Bookkeeping **(E)**
- AAT qualifications **(D)**
- Professional business administration training and qualifications **(D)**

### **Personal Attributes and Other Requirements**

- Interest in the areas of Green Synergy's work **(D)**
- Undertake training as required **(E)**
- Commitment to the core values and ethos of Green Synergy values **(E)**
- Interested and motivated to further own skills and knowledge **(E)**