



JOB DESCRIPTION

Post Title: Office Manager with some finance tasks
Salary range: Up to £30,000 FTE + 8% pension + health care cover
Hours: Circa 20 hours (with flexibility around start and finish times)
Location: VSNS Chertsey office, Sainsbury Centre
Responsible to: CEO

Job Purpose:

We are looking for an enthusiastic and efficient individual with an interest in local communities and charities to join our friendly team.

The post holder will be responsible for the effective running of our three local offices, alongside some finance duties and HR administration.

Main Duties:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Office Management

- **Oversee Daily Office Operations:** Ensure the smooth running of three offices, managing insurance cover, telephone system, office supplies, equipment, and any maintenance or repairs needed. Ensure health and safety regulations are met in all locations, conducting safety inspections as needed.
- **Liaise with Vendors and Service Providers:** Manage relationships with suppliers (e.g., office supplies, IT services, maintenance)

2. Team Meetings & Communication

- **Internal Communication:** Act as a central point of contact for all staff, ensuring that communications between teams, across offices, and to stakeholders are clear and timely.
- **Organise Team Meetings:** Plan and schedule monthly team meetings,
- **Meeting Agendas & Minutes:** Prepare agendas, coordinate meeting materials, and take minutes during meetings, ensuring key actions are documented.

3. Finance

- **Bookkeeping Support:** Support the assistant treasurer in maintaining accurate financial records, including processing invoices, accruals, prepayments receipts, and payments on Sage.
- **Expense Management:** Manage expense claims and reconcile day-to-day spending.
- **Production of quarterly accounts from Sage**

4. Compliance & Charity Governance

- **Policy Management:** In conjunction with the CEO, ensure all charity policies (e.g., health and safety, safeguarding, data protection) are up-to-date and communicated to staff.

5. Human Resources (HR)

- Staff Onboarding and Offboarding: Manage recruitment processes, including posting job adverts, scheduling interviews, conducting inductions for new staff, and handling exit processes for departing employees.
- HR Administration: Ensure employees maintain accurate records including annual leave and sickness.

This role requires multitasking, strong organisational skills, and the ability to adapt to the charity's changing needs. The office manager is central to communication, operations, and administrative tasks, contributing to the efficiency of the charity

Person specification

Area	Description
Skills and requirements:	A friendly and professional demeanour when interacting with clients, visitors and the VSNS team.
	Clear and effective written and verbal communication
	IT literate with strong MS Office Skills
	Well- developed organisational, decision making, problem solving, time management and prioritisation skills
	A good understanding of financial processes, such as invoicing, expense tracking, and budget management.
	Good knowledge of HR
	The ability to adapt to the needs of a small office, which may involve taking on varied tasks beyond the primary role.
	Able to work with all service users in line with the employer's Equal Opportunities Policy.
Experience:	Microsoft Office packages to include Word, Powerpoint and Excel.
	Working in an office environment preferably within a small organisation or within the charity sector
	Managing administration related to HR and absence and maintaining personnel records.
	Experience with Sage or other accounting software an advantage
	Experience with Salesforce an advantage
	Experience and understanding of the charity sector an advantage
Educational:	Educated to A level or equivalent
Special Requirements:	Ability to travel between the VSNS offices and other meetings. Driving and access to a vehicle is required. This is an office-based role.