



Role Profile: Finance, Administration and Operations Manager

Community Led Action and Savings Support (CLASS) and Greater Manchester Poverty Action (GMPA) are jointly seeking finance and operations/administrative support. The postholder will join CLASS and GMPA as a Finance, Administration and Operations Manager, enabling them to support two innovative and impactful organisations.

If you think you have the relevant skills and experience, please email a covering letter of no more than two sides of A4, and a CV, to recruitment@class-uk.com by **5pm on Friday 10th June**. Please note, your covering letter should detail how you meet the criteria set out in the person specification.

We are open to a discussion about hours and working commitment and we are also prepared to be flexible in finding an alignment between candidates' knowledge, skills and experience to date and some of the duties outlined below. Please contact recruitment@class-uk.com if you would like to discuss this before submitting your application.

For more information about GMPA please visit:

<https://www.gmpovertyaction.org/about-us/>

For more information about CLASS and the Community Savers network please visit

www.communitysavers.net

Job Title:	Finance, Administration and Operations Manager
Salary:	£28,226 (pro rata)
Working commitment:	Four days (28 hours) per week.
Duration:	Fixed term for 22 months (with likelihood of contract extension subject to funding)
Location:	A combination of home and office based working. This will include working at least one day per week in GMPA's office at St Thomas Centre, Ardwick Green N, Manchester M12 6FZ
Reporting to:	CLASS Director and GMPA Chief Executive.
Closing Date:	5pm, Friday 10 th June, 2022.
Interviews:	Friday 17 th June, 2022.

Purpose of role: To ensure the effective management and development of both organisation's financial and operational systems.

Benefits:

- 28 days annual leave plus public holidays (pro rata)
- NEST Pension scheme
- Flexible working welcome

This work will involve occasional local travel within Greater Manchester and Sheffield and occasional national travel.

We particularly welcome applications from people with lived experience of socio-economic disadvantage including women from working-class backgrounds; Black, Asian and Minority Ethnic women; and women with disabilities.

If you require any additional information to help you apply including an informal chat about the role, or any reasonable adjustments to any stage of the recruitment and selection process, please do email us at recruitment@class-uk.com. Application information can be made available on request in alternative formats, where reasonable and practical.

Duties and Responsibilities

Financial Management

General management of CLASS' and GMPA's financial systems and procedures working closely with the CLASS Director and GMPA Chief Executive. This may include:

- Managing our accounts in Xero including payroll and NEST pension contributions (*this may be either directly or through liaison with an external accountancy service depending on qualifications and experience*)
- Managing and improving systems for effective cash flow, asset monitoring and for the processing of invoices, petty cash and expenses
- Recording all income and expenditure and reconciling bank transactions in Xero (*training on Xero can be provided*)
- Working with the Director of CLASS and Chief Executive of GMPA to set, monitor and update annual budgets and project budgets as required.
- Ensuring the timely production and circulation of quarterly management accounts for Trustee meetings, including a narrative report that highlights key issues and variances (*either via direct preparation or liaison with an external accountancy service depending on qualifications and experience*)
- Liaise with external accountants and independent examiners to ensure timely submission of our annual report and accounts to the Charity Commission.

Operations Management

General management of operational systems working closely with the CLASS Director and GMPA Chief Executive. This may include:

- Coordinating organisational policy development and review in consultation with relevant colleagues and external HR consultancy/support as appropriate.
- Helping to plan for and coordinate monitoring, evaluation and reporting on CLASS and Community Savers activities, outcomes and impacts
- Supporting the management of CLASS and GMPA's governance, including organising, notetaking and other support at quarterly board meetings.
- Coordinating volunteer recruitment and induction and sharing responsibility for volunteer supervision with relevant colleagues.
- Coordinating staff and board recruitment, induction and probationary processes in consultation with relevant colleagues.
- Act as the CLASS Data Protection Officer, ensuring the effective implementation of the CLASS Data Protection policy
- Procuring assets and equipment as required and in line with our finance policy.

Administrative and general duties

- Participation in CLASS and Community Savers network meetings including sharing responsibility for minute-taking across the staff and volunteer team.
- Participation in GMPA team meetings and other GMPA meetings as appropriate.
- Participation in regular supervision meetings with the CLASS Director.
- Pro-active management of working hours and leave entitlements across the CLASS and GMPA teams.
- Willingness to undertake training as needed and if resources are available.
- Other duties as required by the CLASS Director and GMPA Chief Executive.

Person Specification

EXPERIENCE

Essential

- Experience of effective financial management within a not-for-profit organisation.
- Experience of preparing, monitoring and reporting on organisational and project budgets.
- Experience of effective management of invoices, petty cash, expenses, and fixed assets.
- Experience of either designing or implementing effective project monitoring and evaluation systems.
- Experience of preparing progress or impact reports for external partners and funders.
- Experience of organisational policy development and review.
- Experience of writing or assisting with the preparation of funding applications.

Desirable

- Experience of direct and effective management of charity accounts including payroll and pension contributions.
- Experience of using accountancy software such as *Xero* or *Quickbooks*.
- Experience of developing effective systems for human resources management.
- Experience of managing contracts and agreements with external partners.

SKILLS & ABILITIES

Essential

- Ability to manage own workload effectively amidst conflicting priorities and time pressure.
- Excellent information and communication technology skills.
- Ability to explain complex information in simple terms for a non-technical audience.

Desirable

- AAT accounting qualification or management-level accounting experience
- Experience of uploading and editing content on *WordPress*.
- Ability to work occasional evenings and weekends.
- Ability to work from home.

KNOWLEDGE

Essential

- A working knowledge of Charity Commission and HMRC regulations for charity and limited company financial governance.
- A working knowledge of Data Protection regulations in the UK and how these are implemented in practice.

PERSONAL QUALITIES

Essential

- Committed to advancing social justice.
- A compassionate and non-judgemental approach to working with others.
- Excellent attention to detail.



*This post is match-funded by The National Lottery
Community Fund*

Community Led Action and Savings Support - Registered Charity No. 1188480

Greater Manchester Poverty Action – Company No. 10181238