

Office Manager – Job Description and Person Specification

Financial responsibility

- Authorised signatory for electronic banking.
- Check, process and record payments, administer invoices and expenses claims, code items to agreed budgets and action payments.
- Maintain accurate financial records and reconcile bank accounts, providing reports to the chair, treasurer and auditor as required.
- Inform the Charity Commission and bank of any changes to the charity.
- Process monthly payroll and HMRC returns.
- Process monthly pension reports and payments.
- Record, reconcile and bank donations to the charity.
- Purchase materials and equipment when required.
- Keep petty cash account and records.
- Assist the treasurer with preparing end of year accounts and liaise with the accountant.
- Submit quarterly Gift Aid claims.
- Review annual core budget and expenditure and support the treasurer with wider budgets.
- Update fixed asset register.

Administration responsibility

- Ensure a safe working office environment.
- Field telephone calls and email enquiries.
- Attend and minute trustee meetings.
- Support trustee working groups e.g. report legislation changes in finance, HR and Charity Commission, ensuring policies and procedures are reviewed.
- Update the risk and policies and procedures registers.
- GDPR data processor role.
- Arrange annual PAT testing for all electrical equipment.
- Support trustees and team to onboard new staff and volunteers including DBS checks.
- Update website with events, blogs and projects and compile monthly newsletter.
- Support events and projects.
- Maintain landowner CRM database.
- Undertake general administration tasks.

Line Manage

Year in Industry Student Placement.

Essential criteria

- Experience of working for a small charity in an Office Manager role.
- Accounting qualifications/experience.



- Experience of Gift Aid claims, managing monthly payroll and associated reports.
- Experience of preparing end of year accounts, reporting to the Charity Commission and board of trustees.
- Excellent organisational skills and time management.
- Excellent working knowledge of Microsoft Office 365.
- Maintain confidentiality and role of data processor (GDPR).
- Able to organise own workload and manage priorities.
- Good communication skills.
- Experience of working in a small team and having fun!

Desirable criteria

- An interest in environmental issues.
- An understanding of the climate and nature crisis.
- Experience of working with volunteers.
- Happy to don a pair of wellies when needed!