

Forward Swindon

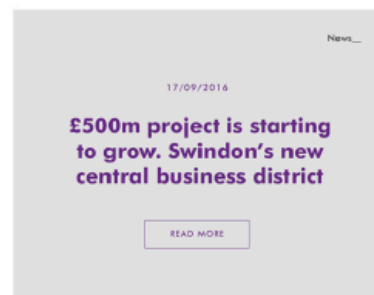
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|---------------------------|-----------------------|-----------------------------------|---------------------------|
| Job Title: | Office Manager | Salary: up to £35k DOE | Hours: 37 per week |
| Directorate/Group: | FSL | Reporting to: | TBC |

We're transforming Swindon...we need transformational people to help us deliver

Forward Swindon is at the heart of Swindon's strategy for delivering an ambitious 5 year town centre redevelopment plan that represents a once in a generation prospect of transformational change.

We're looking for someone with great organisational skills to work in our project delivery team supporting the progression of a range of interesting projects across Swindon. Your focus will be to ensure management tools and processes are developed and embedded across the team, along with managing smaller projects under supervision. This is a varied role, so we're after someone with tenacity and a keen interest in our work.

In return, we will offer a competitive salary and exposure to high profile projects to support your professional development.



Job Purpose

- Management of the FSL finance systems and processes
- Responsibility for organising all of the administrative activities that facilitate the smooth running of the FSL office
- Ensuring that office equipment is maintained, relevant records are up to date and that all administrative processes work effectively
- Assisting with the development, implementation and management of policies, procedures and systems of work

Key Responsibilities

- Day to day management of the company's budget (purchasing, supplier contracts, invoices, bank payments and receipts)
- Financial and management performance reporting to Directors, including KPIs
- Liaising with external financial consultants and assisting with company secretary functions
- Quarterly VAT returns
- Payroll and expenses processing
- Administration of FSL documents and resource platform
- Human Resource management (e.g. staff induction, liaison with pension advisers and recruitment support)
- Coordination of day to day office operation.
- Development and oversight of company policies & procedures
- Positively contribute to the work of the team within which the post is located
- Lead on aspects of office administration to ensure that compliance with audit standards is embedded across the team
- Coordinate meeting arrangements for staff and projects where required, including liaison with external developers/consultants
- Attending meetings and preparing minutes and action notes of these meetings in a diligent manner
- Support the executive team to meet targets and objectives by providing a floating support role
- To undertake such other duties as allocated commensurate with the grading of the post

Person specification

| Section | Criteria | Essential (E) / Desirable (D) | Method of Assessment |
|------------------------------------|--|-------------------------------|-------------------------|
| Education, qualification, training | Minimum 3 GCSE's to Grade C or equivalent including English and Maths | E | Application |
| | Educated to Degree Level or equivalent in a related discipline | D | Application |
| | Professional qualification or part qualified in accountancy. | D | Application |
| | Trained in use of accountancy software e.g. Quickbooks, Sage etc. | D | Application |
| Personal Organization | Excellent organization and administration skills | E | Application / Interview |
| | Flexible and adaptable to changing priorities and work environments | E | Application / Interview |
| | Able to manage time and resources effectively to ensure deadlines are met to time, cost and quality standards | E | Application / Interview |
| | Self-motivated and able to deliver work using initiative, often with little supervision | E | Application / Interview |
| People and Relationships | Able to build and maintain a stakeholder network at all levels | E | Application / Interview |
| | Well developed communication and influencing skills | E | Application / Interview |
| | Ability to work in a small team environment whilst recognising individual contribution to wider corporate objectives | E | Application / Interview |
| Skills & Experience | Inquisitive with a robust approach to problem solving | E | Application / Interview |
| | An understanding of accounting software | E | Application / Interview |
| | Ability to work on own initiative and be proactive in developing and improving the management of the business | E | Application / Interview |
| | Excellent organisational skills | E | Application / Interview |
| | Knowledge of the rules and responsibilities of a company secretary would also be advantageous | D | Application / Interview |
| | Budget and financial management including invoicing | E | Application / Interview |
| | Management of supplier contracts | E | Application / Interview |
| | Payroll and expenses processing | E | Application / Interview |
| | Financial reporting, including liaison with company accountants | E | Application / Interview |

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| | Management reporting, including monitoring of KPIs | E | Application / Interview |
| | Preparing and implementing company policies | D | Application / Interview |
| | Experience of working with technology and ICT systems, particularly Microsoft Office applications | E | Application / Interview |
| | Experience of working with multi-disciplinary teams | D | Application / Interview |

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