



JOB DESCRIPTION

POSITION: Community House Business Support Officer

PURPOSE: Effective management of all financial activities at Community House plus supporting the Business Manager with the administration and security of Community House and its staff, volunteers, tenants and room hirers

ACCOUNTABLE TO: the Community House Business Manager

HOURS: 16 hours per week, spread over up to 4 working days to be agreed.

SALARY: £25 - 28,000 pa pro-rata full time salary

KEY DUTIES & RESPONSIBILITIES

Financial Management

- Daily use of Microsoft Office apps and QuickBooks for effective financial administration and control including bank reconciliations
- Preparing and subsequently monitoring the Annual Budget with the Business Manager and Treasurer ensuring any variances are identified
- Preparing and issuing of monthly reports to the Treasurer and Board on budgets, cash flow, debtors reports and any additional financial reports as required
- Preparing and maintaining records of all transactions, whilst working alongside the Business Manager to ensure all our financial procedures are in place and followed to safeguard the charity's resources
- Check all received supplier invoices and organize payments
- Prepare and send monthly invoices for room hire and organize reminders as appropriate
- Prepare and send monthly invoices for telephone usage and organize reminders as appropriate
- Prepare and send quarterly invoices for rent and organize reminders as appropriate.
- Raise queries and negotiate rates with suppliers to ensure interest of the charity are protected always.

Business management

- Assist the Business Manager/Treasurer in preparing applications for grants and funding bodies in conjunction with any relevant appointed Trustee

- Ensuring any Trustee changes are updated to the Charity Commission and Companies House websites
- Assist the Business Manager in keeping the paper based and online diary room booking systems up to date responding to all room hire enquiries ideally the same day
- Keep Community House website up to date using e-voice software in conjunction with Trustee Board Marketing champion
- Prepare and execute licence agreements for new tenant licence holders, and renew them every 364 days
- Manage Staff and volunteers in Community House when Business Manager is not present
- Signpost any visitors as appropriate to various charities within the building and respond to enquiries from tenants, room hirers and the general public
- Assist the Business Manager in order to work with suppliers and external contractors
- Assist with organizing Trustee and resources committee meetings, sharing documentation and arranging videoconferencing if required, writing up minutes of meetings when required.

Personal attributes

- Attention to detail and good levels of numeracy and literacy
- Experience of setting up and managing Excel spreadsheets and other Microsoft 365 applications plus Quickbooks ideally
- Excellent coordination and organisational skills
- Able to Multi-task, work to tight deadlines and work on own initiative
- Commitment to equality of opportunity and ability to integrate with others as part of a team
- Friendly and open approach to all users of the building.