

## Office Manager

Clwb Ifor Bach is one of Wales's leading Grassroots Music Venues and has been a home for new and emerging music for over 35 years. As a result of the increase in the company's activities over the past few years and our recent successful application to become a charity we are now looking for an Office Manager to join our team. You will be responsible for the day to day financial operations as well as various human resources, administration and operational duties and ensure the efficient running of our office.

If interested please send a CV and covering letter to [guto@clwb.net](mailto:guto@clwb.net) by 5pm Tuesday 31st of March 2020.

JOB TITLE	Office Manager
REPORTING TO	Chief Executive
SALARY	£22,000 - £25,000 per annum dependent on experience
HOURS	37.5 hours per week
HOLIDAY ENTITLEMENT	33 days, including 8 bank holidays.
PERIOD OF CONTRACT	Permanent
PROBATIONARY PERIOD	6 months
NOTICE PERIOD	<ul style="list-style-type: none"><li>• During Probationary Period - 1 week</li><li>• After probation to 4 years - 4 weeks</li><li>• Between 5 years and 12 years - 1 week for each complete year of service</li><li>• Over 12 years - 12 weeks</li></ul>

## Main Duties

### Finance

- Full data entry of income and expenditure using Xero Accounting Software
- Invoicing customers, paying suppliers & chasing debt
- Reconciling all bank accounts and company credit cards
- Working with our accountants to prepare all relevant VAT, Tax, Payroll and Pension information

- Working with the CEO to create cash flow forecasts, monthly management reports and cost analysis of income vs. expenditure
- Prepare a quarterly financial report for the company's board of directors (trustees following transfer to charity) and assist the CEO in the production of the annual report.
- Paying expenses
- Ensure that budgets / financial targets are met.

## **Human Resources**

- Coordinate and administer the recruitment processes and maintain relevant records.
- Coordinate induction processes for new staff and volunteers, keeping the staff handbook up to date, and acquainting each new member with their work setting and the standard policies and procedures with which they must comply.
- Maintain records of all staff annual leave, TOIL, other absences from the office, sickness leave and lateness and weekly timesheets.
- Maintain the HR records, ensuring required documentation is collected and stored in accordance with Data Protection legislation.
- Oversee the work of volunteers and work experience placements.
- Assist with the work-rota scheduling of our bar staff

## **Operations**

- Act as the primary contact for the cleaning company / staff, recording and prioritising cleaning agreeing work schedules as appropriate, in order to maintain the building and venue in optimum condition.
- Liaise and negotiate with external suppliers – including equipment lease agreements, insurance renewal, refuse collection, recycling etc, and co-ordinate regular building checks (PAT, fire safety, boiler maintenance) with technical manager.
- Ensure that staff training requirements, such as first aid training, are fulfilled.

## **Administration**

- Act as the central point of contact for general enquiries.
- Ensure that all filing, both paper and electronic, complies with our data protection guidelines.
- Provide the day-to-day administration for the office, including organising the maintenance of office equipment and ordering all office supplies.
- Help ensure the company complies with the legal obligations of charities and SME employers including risk assessments, fire safety and health and safety obligations.
- Ensure that PRS records are maintained and returns filed in a timely fashion.
- Assist with the administration of Board and the production of reports

## **Additional Work**

Assist as needed with any other work that the Employer deems necessary to be undertaken from time to time.

## **Specifications**

### **Required**

- A minimum of three years' experience in a general office/administration/financial environment ideally at office manager or project manager level.
- Exceptional organisational, planning and administration skills.
- Ability to multi-task, maintain a flexible schedule, and change directions and/or task
- Highly computer literate, confident and proficient with Excel and Word (or the Mac equivalent)
- Self-motivated, punctual, reliable, able to maintain confidentiality.
- Excellent written and spoken communication skills.
- Excellent numeracy skills.
- Ability to show initiative in developing the role and to work with minimal supervision.
- Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues.
- Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines.
- Commitment to equal opportunities policies and practices, and the promotion of equality and diversity.

### **Desirable**

- AAT student/qualified or degree equivalent
- Experience of planning and managing budgets.
- Understanding of legal obligations of charities and SME employers.