



Job Title: Office Manager

Supervisor: Home-Start West Berkshire Director

**Location: Broadway House, 4-8 The Broadway,
Newbury, RG14 1BA**

Salary: £28,000 pro-rata

Hours of Work: 30 hours (school hours preferable)

Closing Date: 15th February 2024

Job Summary

Are you passionate about making a positive impact on the world? Do you thrive in a dynamic work environment where every day brings new challenges and opportunities for growth? If so, we invite you to join our dedicated team as an Office Manager.

At Home-Start West Berkshire, we are committed to ensuring every child has the best start in life helping them to reach their potential. As an integral part of our organisation, the Office Manager plays a crucial role in ensuring the smooth and efficient operation of our office, allowing our team to focus on making a difference in the lives of those we support.

As the Office Manager, you will be responsible for overseeing the day-to-day administrative functions that keep our charity running seamlessly and support us in the delivery of our strategy. From managing office finances and resources, to facilitating communication within the organisation, you will be the backbone that supports our team in achieving its charitable objectives.

We are seeking a detail-oriented, organised, and proactive individual with a passion for contributing to the greater good. If you are ready to bring your administrative expertise to a role where your work directly contributes to positive change, we invite you to apply for the Office Manager position at Home-Start West Berkshire. Join us in making a meaningful difference in the world.

Job Purpose

As an Office Manager, your core responsibility is to ensure the smooth running of office operations, optimising efficiency and creating a productive work environment. You'll oversee administrative tasks, manage office and finance



resources, and coordinate communication. By maintaining a well-organised and functional office, you'll support the overall success of the Director and the Family Support staff. Your role is pivotal in fostering a positive and collaborative workplace, allowing the team to concentrate on their core work and contributing to the overall success of the charity.

Main Responsibilities

- Support internal bookkeeping including recording of income and expenditure, manage accounts payable, accounts receivable, pension arrangements, tax and national insurance.
- Preparation of monthly payroll information using SAGE (full training provided)
- The authorisation of staff expenses, volunteer expenses and invoices.
- Liaising with our external accountant with regard to the preparation of the year end accounts.
- Providing HR assistance including holiday and absence administration and the recruitment and support of staff, trustees and volunteers including DBS applications and safeguarding updates.
- Assisting the Director to collate statistics and provide financial records for funding bids and monitoring reports.
- Communicate the value of our work to a wide range of stakeholders including potential volunteers and donors.
- Assist the Fundraising Subcommittee in the delivery of fundraising events and activities.
- Providing administrative support to staff and volunteers using the Charity Log Database to assist in the maintenance of family records (full training provided)
- Maintaining compliance with data protection and other mandatory compliance requirements.
- Assisting the Family Support Staff to maintain efficient, accurate and confidential records.
- Taking and distributing minutes for staff meetings and Board of Trustee meetings.
- Arranging events such as the family outings, volunteer training and seasonal events.
- Maintaining supplies of stationery and office sundries
- Assisting with hospitality for visitors to the office.
- Booking group venues and transport as required.

This job description is not necessarily an exhaustive list of duties but it is intended to reflect the range of duties the post holder will perform. We are prepared to consider candidates who don't have experience in all of these areas provided that they have a "can do" attitude and are willing to learn.



It is key to the role that candidates:

- Always demonstrate the Home-Start West Berkshire values.
- Promote Home-Start West Berkshire's work and ethos in a positive and professional manner.
- Be committed to applying and promoting equality, fairness and diversity and comply with all the Charity's policies and procedures including the Safeguarding Code of Conduct.
- Treat with confidentiality any personal, private or sensitive information about donors, fundraising, organisations and our service users, volunteers and staff.

Person Specification

Requirements

- Good standard of education (GCSE, NVQ level 3 or equivalent)
- Relevant administration/ secretarial/ IT Training
- At least 3 years' experience in an office administration capacity
- Experience of working with budgets, and preparing budgets for funding applications
- Ability to prioritise and manage workload and multiple projects simultaneously
- High levels of literacy, attention to details and problem solving
- Excellent written skills including proofreading skills
- Excellent interpersonal skills, ability to engage and inspire and build relationships with colleagues and supporters
- Excellent IT, Microsoft Office, Outlook and Excel skills
- Demonstrable determination and ability to work on own initiative
- Positive and flexible attitude to work
- Good communication skills
- An understanding of the work of HSWB, through lived experience as a parent or otherwise, would be helpful, but is not essential

Other

We are offering a competitive salary of £28,000 per annum (pro rata) and 28 days' annual leave (pro rata). The role will be office based and hours can be scheduled during school hours. Please do not ask if this role can be worked remotely. No agencies.

An Enhanced DBS check for working with vulnerable children and adults will be a condition of employment.

Application Process

Please send your CV and a covering letter of no more than 500 words explaining your interest in and suitability for the role to grace.green@home-startwb.org.uk
The closing date for applications is Thursday 15th February 2024.

