

Job title: Operations Manager

Reports to: Trustees, particularly the Chair and Trustee responsible for properties

Location: Remote, with travel once/twice a year for Trustee Meetings

Meetings online and in person

Hours: 2 days (15 hours) per week, worked flexibly

Salary: £12,000 (£30,000 FTE)

Role Summary

The Operations Manager is responsible for all aspects of the day-to-day running of *The Anabaptist Mennonite Network (AMN)*, a registered Charitable Incorporated Organisation (CIO). As the only support role in the charity, this job covers a wide variety of tasks across administrative, governance, and financial areas. You will report directly to the trustees and offer support to the frontline employees of the charity.

Qualifications Criteria

No formal qualifications are required, but any evidence of Continuous Personal Development (CPD) in administration, accountancy/book-keeping, or work in the charity sector would be welcome.

Required Attributes

- A passion for the work of the AMN and personal identification with our values and [Core Convictions](#)
- Excellent organisation and structured working style
- Comfortable with remote working under light supervision
- Strong interpersonal skills and the ability to engage with a wide range of stakeholders
- A commitment to personal learning and development, particularly in areas where previous knowledge and experience are limited
- Strong IT skills
- Good knowledge and experience of book-keeping

Desirable Attributes

- Experience of working within a charitable organisation
- Knowledge of financial reporting
- Familiarity with policies and good governance processes

Key Responsibilities

Accounts

- Maintain accurate accounts (Excel) and produce quarterly reports
- Liaise with accountant to produce accurate and timely accounts
- Liaise with Independent Examiners

Banking

- Operate online banking facility (create payments, administer users)
- Manage investment platform to maximise return on spare funds (Flagstone)
- Review and authorise expense claims
- Administer employee debit card facility (Soldo)

Payroll/Pensions

- Work with external payroll provider and review all payments
- Ensure correct payments are made to HMRC on time
- Administer the workplace pension (NEST)

Trustee meetings

- Liaise with the Chair to produce agenda and papers
- Write and present reports
- Organise meeting logistics
- Produce full minutes and monitor action points

Governance

- Review and update policies on a regular basis
- Review Risk Register and Data Protection requirements
- Update Charity Commission records as required and submit signed Annual Report and Accounts before deadline
- Consider any new developments in charity legislation and best practice and advise the trustees

Property

- Oversee and authorise small repairs and renewals
- Liaise with managing agents regarding tenancies and compliance with all regulations (eg. HMOs, gas safety certs, etc)
- Check Agent's invoices and payments
- Liaise with trustee responsible for properties regarding major works
- Liaise with solicitors, agents and banks on the sale and purchase of properties
- Conduct occasional strategic reviews of the portfolio to ensure best balance of risk and return
- Conduct occasional property visits

Projects

- Join project Steering Groups (on Zoom) as required and document meetings
- Offer admin support (particularly event management)
- Administer and authorise expense claims
- Provide assistance with budgets, funding applications and reporting of performance
- Administer funds received (operate Restricted Funds)

Communications

- Respond to general enquiries in a timely manner, liaising with the Chair as needed
- Regularly update website blog with news and events
- Create and send regular newsletters and updates (Mailerlite and Mailchimp)
- Manage YouTube channel and Facebook account

Websites

- Ensure general content is updated regularly

IT

- Manage Google facility and Microsoft License
- Monitor Zoom account

Other

- Review and arrange annual Insurance
- Monitor online post facility (Postbox)

23 April 2024