



## **ISRAAC SOMALI COMMUNITY ASSOCIATION**

**VESTRY HALL, 54 CEMETRY ROAD, SHEFFIELD, S11 8FP**

### **JOB DESCRIPTION**

**Post title:**           **Finance & Operations Manager**

**Grade/Salary:**   NJC SCP (25-27) - £29,577 - £31,346 pro rata

**Fraction**           (0.6) Three days a week

**Duration**           Three years subject to funding

**Responsible to:** THE ISRAAC TRUSTEES

### **OVERVIEW OF JOB:**

#### **Financial & Fundraising Responsibilities**

The Finance and Operations Manager will play an important role in ensuring the financial management and smooth operation of the ISRAAC Somali Community Centre/Hub.

Working closely with the Community Development Manager, ISRAAC Trustees, other staff and local statutory, voluntary and commercial sector organisations, the post holder will work to ensure that the Centre is a vibrant, well-managed facility that benefits local community members and organisations.

The post holder will enlist and supervise volunteers or other staff as necessary to support this work, will manage bookings and rentals to generate income, and will otherwise fund-raise to support and develop further the work of the Centre and its activities and move the Centre towards a self-sustainable financial model.

The post holder will provide appropriate financial and operational support to the ISRAAC management team, effectively implementing project plans and programmes to budget, and preparing budget reviews for the ISRAAC trustees.

### **DUTIES AND RESPONSIBILITIES:**

1. To maintain an overview of the financial position of the Centre - including billing, premises maintenance payments and returns and reports to statutory bodies - in conjunction with the Community Development Manager.
2. To keep financial records and perform financial procedures (e.g, receipts, payments requests, petty cash).
3. Assist in managing consortium partners' financial reporting, ensuring compliance with ISRAAC's financial procedures and regulations.



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4. To ensure, in conjunction with the Community Development Manager, that the building is suitably maintained through day-to-day repairs, maintenance programmes and external service contracts.
5. To develop and implement constructive working relationships with the Friends of the Community Centre and other volunteers so as to enhance the services provided and to deliver improvements to the Centre
6. To develop and oversee a roster of relevant projects, programmes and activities at the Centre and also oversee the monitoring and evaluation of these (reporting to funders as necessary)
7. To assist in identifying funding opportunities, developing funding bids and fund-raising initiatives

### **Building Coordination**

8. To assist the organisation and management of internal and external audits, ensuring expenses are authorised and processed in accordance with agreed procedures for both ISRAAC and the funders.
9. To maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded.

### **Support For Activities**

10. To report to the members and the trustees on a regular basis (via regular meetings and quarterly report)
11. To assist in developing plans and delivering relevant programmes, projects or activities at the Centre

### **Database Maintenance**

12. To assist in data input and maintaining the ISRAAC Database in accordance with GDPR.

### **Promotion & Marketing**

13. To assist in promoting the work of the organisation including assisting with Social Media & Website development.

### **Reception Duties**

14. To ensure the Centre is welcoming to visitors.
15. To offer any enquirers appropriate information in a friendly and helpful manner
16. To help and assist centre users where appropriate



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### **Office Administration**

17. To operate office equipment such as computers, photocopiers, printers, scanners in order to complete set tasks.
18. To ensure an adequate supply of office stationery is maintained

### **Other ISRAAC Centre related duties**

19. The post holder will also undertake such additional administrative duties as necessary in relation to the work of ISRAAC Centre.
20. To understand and adhere to all policies and procedures set out by the organisation

## **PERSONAL QUALITIES**

The post holder will have a strong commitment to ISRAAC's vision and help members of the community get involved with the smooth operation of the Centre. The post holder will also need to be self-reliant, energetic, able to work on their own initiative and to prioritise activities.

### **Skills and abilities:**

- ◆ A professional attitude and approach to the management of the Centre
- ◆ Excellent communication skills – both written and verbal
- ◆ Customer services skills
- ◆ Good time-keeping and punctuality
- ◆ Confident, self-motivated, innovative and able to work under pressure
- ◆ Well-developed team leadership skills
- ◆ Able to prioritise work and demands
- ◆ Able to work as part of a wider local team
- ◆ Understanding of financial budgets
- ◆ Able to work flexible hours