Dear Applicant

Tel: +44 (0)7852 153 938

Email: kathryn@delightcharity.org.uk

Web: www.delightcharity.org.uk

Growing Together

**RE: Delight Operations Manager**

Thank you for expressing an interest in this position. This is an excellent time to join Delight a young and vibrant charity.

Please read the information enclosed, and background information on our website, and email a CV and covering letter to: [kathryn@delightcharity.org.uk](mailto:kathryn@delightcharity.org.uk). Please submit your application as soon as possible, and **no later than 10am on Friday 23rdJune 2017.**

The following items are enclosed:

* Job description and outline terms and conditions
* Person specification

**Shortlisted candidates will be contacted by Tuesday 27th June 2017. Interviews will be held Monday 3rd July 2017.**

Further information about Delight is available on our website at www.delightcharity.org.uk

Yours sincerely,

**Kathryn Mills**

**CEO**

Growing Together

**Job Description**

**Job title: Delight Operations Manager**

**Reporting to: CEO**

**Responsible for: Manage business, finance, governance, procedure and administration within Delight. Support CEO with funding applications.**

**Role**

This is a 6 months fixed term position working 10 hours a week, during school term time, with the possibility of extension if the funding becomes available. The position starts in September.

The post holder will put in place and manage the business element, governance, finance and administrative systems and procedures within Delight, supporting the charity in its aim to become more sustainable and reach as many children as possible.

The post holder will provide information for the CEO in respect of the charity’s potential, proactively supporting and promoting the charity within the community and beyond.

In carrying out the responsibilities of this job the post-holder will be expected to be aware of the ethos and aspirational vision of the charity and of the importance of statutory compliance. The post-holder will develop and maintain good communication with the CEO, other staff, the community and will develop constructive relationships with other agencies and professionals.

The role is located in our offices in Caterham, Surrey. It is possible that there will be an office move to Redhill in November.

**Responsibilities**

The key responsibilities of the Delight Operations Manager are to ensure that the charities activities are carried out efficiently and effectively, specifically in the areas of finance and administrative systems, business management, governance, and data analysis.

**Finance and business**

* Ensure the successful financial management of the charity and its day-to-day efficiency
* Budgeting and monitoring
* In consultation with the CEO, prepare realistic and balanced annual budgets which support the charity’s aims and meets legal and statutory requirements.
* Maintain a strategic financial plan that will indicate the trends and requirements of the charity development plan and will forecast future year budgets and funding.
* Implement robust financial and business management procedures, including systems of control for delegated budgets.
* Provide monthly management accounts and other updates as agreed with the CEO and Trustees to enable them to fulfil their responsibilities.
* Prepare all financial returns for the Charity commission, HMRC and other central and local government agencies within statutory deadlines.
* Ensure the charity complies with PAYE, NI, VAT and other legislation.
* Prepare financial accounts for audit by external auditors, in line with the requirements of the charity commission and other statutory bodies.

**Financial transactions**

* Ensure that financial management and transactions are efficient, accurate and in accordance with regulations and agreed financial procedures.
* Maintain oversight of charity bank account(s) and cash flow including regular audits and reconciliations.
* Ensure regular banking and accounting of all monies.
* Ensure ordering of resources and correct authorisation of invoices within agreed limits.

**Procurement**

* Ensure the charity achieves best value for money in all financial transactions.
* Present proposals and recommendations to the CEO relating to procurement of resources, contracts or services.
* Monitor the effectiveness and implementation of any service contracts.

**Income**

* Identify additional finance required to fund the charity’s aims.
* Contribute to bids for grants and subsidies as required.
* Help organise arrangements for special projects and events as required, particularly those concerned with sponsorship and income generation.

**Data analysis**

* Set up and maintain suitable data analysis to help the charity best achieve its aims and goals

**General administration and human resources**

* Take responsibility for general personnel process matters in consultation with the CEO
* Ensure all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken.
* Manage the payroll services for all charity staff, checking for accuracy and ensuring compliance with the pay policy.
* Ensure there are suitable work premises that are fit for the aims of the charity.

**Governance**

* Ensure there is appropriate and statutory Governance policy and procedures in place and that these are adhered to.
* Ensure that risks and compliance are reported, documented, monitored and acted on if appropriate.

**General**

* Participate in training and other learning activities and performance developments as required by the CEO.
* Comply with all charity policies, including the Equality and Health & Safety policies.
* Be flexible with working hours in response to the charity’s needs.
* Undertake other occasional tasks as and when requested by the CEO.
* Have a positive, can-do attitude, good organisational skills and the ability to work well as part of a team.

**Relationships**

**Key internal relationships**

* CEO
* Delight in Learning Coordinator
* Delight Arts Coordinator
* Business fundraiser

**External**

* Partner supported schools
* Partner arts organisations
* External suppliers
* Agencies
* Community of supporters

**Terms and conditions**

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| --- |
| Salary £4,000 per annum |
| Probation period 2 months |
| Working hours 10hrs per week/ term time |
| Place of work Caterham, Surrey |

**Person Specification**

**Delight Operations Manager**

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| --- | --- |
| **Essential** | Desirable |
| Qualifications | |
|  | Degree or post graduate degree  Qualification in finance  Degree in education or arts |
| **Experience** | |
| Budget and Spreadsheet experience  Worked using advanced Excel skills  Previously worked in a strategic role for a business or charity | Experience of leading and completing funding or grant bids  Experience of being able to use figures in a strategic way |
| **Knowledge** | |
| Governance of charities  Accounting and/or bookkeeping | Payroll  Charity commission filings and statutory responsibilities  HMRC and Tax  School and/or Education |
| **Skills and Abilities** | |
| Excellent communication skills, both verbal and written  Advanced Excel skills  Ability to complete funding applications  Ability to manage budgets  Problem-solving and creative thinking | Demonstrable networking and representation skills  Ability to use figures and data for analysis and evaluation purposes |
| Ability to work on own initiative and manage workloads |  |
| IT literate |  |
| Values and Style |  |
| Can do attitude  Positive  Open minded  Importance of arts and books in education  Sympathetic to the challenges of marginalised communities |  |

Please send a CV and covering letter to [kathyn@delightcharity.org.uk](mailto:kathyn@delightcharity.org.uk)

**Application deadline 10am Friday 23rd June 2017**