



DUNFERMLINE (SCIO)
SCIO SC 009294

Job Description

Office Manager

Purpose – The post-holder plays a key role in the operation of Seal Dunfermline's key business processes to help ensure the smooth running of the project.

The post-holder works independently with support from the Service Manager and is routinely involved in responding to external emails, telephone calls and queries, maintaining financial records, payroll and payment of wages and invoices, maintaining accurate records in accordance with GDPR requirements, ensuring the regular maintenance of the building and fire and safety matters, liaising with members of the team and external organisations and companies where required.

General

- Provide a high-quality support service to the organisation.
- Monitor and respond to telephone and email enquiries prioritising as necessary
- Work collaboratively as part of a small team
- Ensure staffing, volunteer, building, financial and other records are updated and maintained

Financial Accounts and Payroll

- Maintain accurate records of financial transactions and supporting paperwork **such as** receipts/invoices and resolve identified queries
- Ensure that financial information for external grant funders is submitted as required
- Liaise with the treasurer and external auditor
- Process electronic payments through online banking facility including utility bills, insurance and subscriptions
- Maintain petty cash
- Reimburse expense claims
- Download and reconcile bank and credit card statements
- Complete annual OSCR reporting forms
- Ensure the timely payment of wages and pension contributions
- Keep up to date with HMRC bulletins and updates

Premises

- Arrange annual premises checks (gas central heating, fire alarms etc.) as per schedule and report any identified defects
- Ensure that health and safety requirements within the building are observed by self, colleagues and visitors
- Arrange and confirm room bookings for third party users
- Arrange cleaning schedule and liaise with the office cleaner
- Act as premises keyholder
- Take monthly meter reads and submit to utility supplier

Administration and communication

- Produce and circulate documents including letters, reports and minutes as directed by the Service Manager, Chair and Treasurer .
- Produce and circulate documents for the AGM
- Attend meetings of the Board of Trustees and AGM and complete subsequent actions as directed by the Board.
- Escalate any matters that need to be brought to the attention of the Service Manager, Treasurer, Secretary, Chair or Board of Trustees
- Attend team meetings as necessary
- Communicate regularly with the staff group on matters arising and ensure effective and timely sharing of information

Person Specification:

Essential knowledge, skills and qualities	Desirable knowledge skills and qualities
Experience of accounts/office business processes	Knowledge/experience of working in small voluntary sector organisations
Competence in the use of Microsoft Office (Word and Excel) and email applications	SVQ 3/HNC
Ability to operate payroll system and pension application	Previous experience of operating HMRC Basic Tools and Nest Pension app
Ability to use of online applications (such as online banking/meeting booking apps/Whats App)	Experience of using online banking
Excellent organisational, prioritisation and workload-management skills	Previous experience of managing own workload/home working
Ability to work effectively as part of a small team	Previous experience of team working
Ability to develop positive relationships with colleagues and representatives of external agencies	Previous experience of working with other organisations

Ability to exercise discretion when dealing with confidential and sensitive information	Knowledge of GDPR
Ability to work flexibly in response to service demands	
Ability to communicate effectively and to coordinate effective sharing of information	Experience of using email distribution list