

BUSINESS MANAGER

JOB PURPOSE



Reports to: Chief Executive Officer

Location: Office-based in High Wycombe, with some home working.

Hours: 37.5 hours a week. Occasional evening and weekend working.

Starting salary range: £34,000 - £36,000

In accordance with Schedule 9 of the Equality Act 2010, there is an occupational requirement for the successful candidate to be a Christian*.

Main responsibilities

- Manage day to day financial operations within the charity.
- Manage HR within the charity.
- Manage volunteering within the charity.
- Provide line management for a Business Administrator.
- Manage the data monitoring systems.
- Participate in the WHC leadership team.
- Ensure efficient running of the office and other business tasks.
- Reflect the teachings of the Lord Jesus Christ in the way duties are carried out

Specific Tasks

Manage day to day financial operations within the charity.

- Take the lead in finance management for the charity, working with the CEO and Treasurer and other staff as needed.
- Manage monthly payroll and pension arrangements.
- Produce management accounts information for reporting to the board.
- Produce annual accounts and budgets.
- Update the management team with financial information.

Manage HR within the charity.

- Take the lead on HR matters working with the HR committee, a nominated HR trustee and CEO.
- Have oversight of the recruitment process and induction of new employees.
- Ensure performance management processes and staff training plans are implemented.
- Maintain staff leave and sickness records.

Manage volunteering within the charity.

- Take the lead in managing volunteering for the charity, working with the CEO and other staff/trustees as needed.
- Develop, implement and manage policies and procedures relating to volunteering.
- Manage volunteer recruitment to ensure WHC activities are adequately resourced with volunteers.
- Ensure active volunteers are provided with training and support as needed.
- Ensure volunteer data is managed effectively and in line with policies.

Provide line management for the Business Administrator.

- Set clear objectives and priorities and monitor achievement in line with procedures.
- Manage their workload to optimise health, morale and effectiveness.
- Manage their training and development opportunities.
- Provide guidance and answer queries in the course of their work.

Manage the data monitoring systems.

- Assist the CEO and members of the leadership team as needed to produce reports for trustees, management and fundraisers.
- Develop, implement and manage improved administration and data handling systems.

Participate in the leadership team.

- Attend regular leadership team meetings.
- Assist the CEO and the rest of the leadership team in the general development and strategy of the charity.
- Contribute actively to change management as needed.
- Ensure adherence to WHC policies and procedures.
- Drive continuous improvements in WHC processes and activities

Ensure efficient running of the office and other business tasks.

- Manage the IT estate.
- Curate policies and procedures.
- Ensure the office is well managed and supplied with necessary stationery and equipment.
- Ensure that the staff team is provided with necessary admin support.
- Manage contracts with suppliers.
- Manage liaison with membership bodies.
- Take trustee meeting minutes.
- Act as the Health and Safety Officer, Privacy Officer and deputy Safeguarding Officer.
- Manage the risk register.
- Manage the quality assurance process.
- Ensure WHC has suitable insurance in place for all activities.

Reflect the teachings of the Lord Jesus Christ in the way duties are carried out#

- Seek the guidance of the Holy Spirit and apply the Christian faith to issues that may arise.
- Conduct duties in the workplace and in the community in accordance with Christian teaching.
- Pray for WHC's ongoing work.
- Share in prayer with staff and volunteers at WHC meetings and sessions as required.
- Contribute to the collective promotion of Christian standards in WHC's work and working relationships and contribute to an environment of mutual Christian encouragement

General.

- Carry out other reasonable duties that are asked of you.
- Represent the organisation at events from time to time.

Job-holder requirements

	Essential	Desirable
Qualifications	CCAB part qualification	Relevant degree or equivalent.
Experience	Experience working in a similar role.	Experience working in a similar role in a charitable organisation.
	Experience of managing people. HR experience.	Experience in contributing to the strategy of an organisation.
	Experience developing policies and procedures for an organisation.	
Skills	Ability to work as part of a team and independently.	
	Excellent communication skills both written and verbal.	
	Excellent time management skills with the ability to meet deadlines.	
	Ability to manage a small team of volunteers.	
	Confident user of online systems and Microsoft Office including Word and Excel.	
	Understanding how confidentiality applied is to our work.	
Personal characteristics	Highly organised.	
	The job holder must be a Christian*	
	Ability to get on with people.	
	Ability to persuade and negotiate	

	sensitively	
	Flexible, resilient and adaptable.	
	Ability to thrive in a fast-paced and changing environment.	
	Self-motivated with energy, enthusiasm and the ability to proactively manage tasks to their conclusion.	
	Ability to work out of hours occasionally	
	Ability to deal with confidential issues.	
	Availability on certain occasions during the evenings.	

* Where an employer has an ethos based on religion or belief, they are permitted to rely on the occupational requirement exception if they can show that, having regard to that ethos and the nature or context of the work, the requirement of having a particular religion or belief is an occupational requirement and the application of the requirement is a proportionate means of achieving a legitimate aim.

Relevant biblical references are: John 14:15; Hebrews 12:14; 1 Peter 3:15; Matthew 5:13-16; Ephesians 6:18; Matthew 18:15-17; Psalm 133

Document history