

Job Title: Operations and Finance Manager
Employer: Forres Area Community Trust
Pay Scale: £30,000 per annum plus statutory work place pension scheme
28 days holiday (including public holidays)
Hours of Work: 35 hour working week to be worked flexibly
Responsible to: Development Manager
Contract Length: 12 months with extension subject to funding

Post Aim:

To manage the operations, finance and internal running of Forres Area Community Trust and Forres Town Hall

Main Tasks

- Financial reporting, forecasts and budget preparation and management including overseeing payroll, overseeing book-keeping (on xero) and end of year accounts, grant claims and compliance
- Managing operations of administration and property
- Human Resources including contracts, line management of Admin Officer, Communications Officer, General Assistant and Cleaner
- Risk Assessments, Health and Safety, Fire and other procedures for operation of property
- Policies and Procedures – preparation, application and review
- Monitoring and Evaluation of FACT's activities – assessment and review for management and funders' purposes
- Safeguarding and PVG assessments
- Licences and insurance
- IT management and administration (including outsourcing where appropriate)
- Report writing and preparation of documents

Person Specification

Essential

- Experience in financial management
- Experience in facilities management
- Excellent interpersonal skills: including the ability to work well with individuals and groups in a cooperative way, the ability to encourage and support others and the ability to network effectively with other key stakeholders
- Good level of computer literacy
- Ability to work as part of a team and on their own initiative

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Scottish Charity No; SC044953

- An organised approach to work and excellent time management skills
- A good standard of written communication and numeracy

Desirable

- Knowledge of the Forres area and the community
- Experience in similar role
- Understanding of various computer programmes and applications including xero, airtable, and google workspace for non-profits
- Access to transport
- Qualifications in finance, facilities management and HR.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.