



OPERATIONS MANAGER: MATERNITY COVER

Job description Draft

November 2024

Key contacts and teams

You will be line-managed by the Executive Director, who represents Operations at Senior Management level. Your line manager is responsible for overall strategy, resourcing and prioritisation within Operations. They will work with you to ensure the clear delegation of tasks, activities and processes in line with the priorities for organisational development set at Senior Management level and based on a realistic assessment of your available capacity, ensuring you are clear on your level of authority within the relevant decision-making processes. You can expect to work across the whole of the organisation with a particular focus on finance, HR, team development, administration, and governance support, as well as some involvement in membership administration.

Level and Area Overview

This job sits at the “Manager” level and entails a sufficient level of specialist knowledge to and carry out complex tasks relating to a specific area of work. This will be particularly relevant in the Financial Management area, within which you will be required to provide significant specialist guidance internally.

Key responsibilities

Financial Management

- Support with the drafting and maintenance of the Annual Budget (led by the Executive Director and Senior Management Team)
- Support with the preparation, filing and approval of Annual Statutory Accounts (working with external accountants and led by the Executive Director)
- Manage the preparation of accurate monthly financial accounts (working with the Administrative Officer)

- Manage the internal financial reporting process to ensure monthly reporting of internal finances to staff and quarterly reports to the Board
- Maintain payroll details, prepare the monthly payroll report for approval, and arrange payment of salaries and expenses

Governance Systems

- Schedule meetings of the Board and Advisory Council
- Prepare draft agendas for Board and Sub-Committee meetings
- Support the Board with administrative tasks as requested by ED including inductions

Compliance

- Support with the maintenance of our internal compliance records
- Coordinate updates to defined statutory registrations and renewals
- Manage defined compliance systems and processes

Human Resources & Team Care

- Coordinate the onboarding of new staff in line with ORG's onboarding processes
- Coordinate the off-boarding of leaving staff in line with ORG's off-boarding processes
- Support with the implementation of HR policies
- Work with line managers to ensure HR details of employees are maintained in CharlieHR and Xero as required

Teamwork & Culture

- Provide logistical support to SMT in the day-to-day implementation of teamwork systems and processes

Internal Tools & Services

- Support the Executive Director and Technical Officer in the configuration and maintenance of internal tools and services and related internal systems

Strategy Development

- Support SMT with the logistics of our Annual Strategy Event and related processes
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Team working

- Be expected to reflect ORG's values.
- Contribute to a strong team environment, by showing respect and trust of colleagues, ensuring they hear and respond to other viewpoints and seek other people's perspectives.
- Points to the difficult questions for discussion within their specialism.
- Ensures the team is aware of what matters within their area and ensure team decisions can be made to the best of our ability.
- Keeps to team norms and policies to ensure efficient working.