

# Office Manager

## Job description

**Job title:** Office Manager

**Hours:** Part-time (16 hours per week). This position may be combined with the [Marketing & Community Officer](#) vacancy to create a full-time position.

**Contract type:** Permanent

**Salary:** £20,000 - £23,000 F/T (£8,000 - £9,200 pro-rata) depending on skills and experience

**Reports to:** Executive Director

**Location:** Homeworking, UK or EU based with occasional travel within the UK or Europe.

*Last updated: 19/03/2022*

## Job purpose

The Office Manager will oversee the administrative and financial functions of the Open Preservation Foundation UK and NL.

## Responsibilities

You will work closely with the Executive Director and Content Manager to:

### Administration

- Act as the primary contact for members in all administrative matters.
- Maintain the member directory and membership renewal timetable.
- Manage relationships with external suppliers, including financial, HR, and reprographic service providers.
- Coordinate filling and signing of paperwork (e.g. insurance renewals, recruitment, etc.)
- Manage the team calendar and online filing system.
- Organise meetings of the board of directors (e.g. prepare and circulate documentation, write minutes).
- Assist the organisation and running of the Annual General Meeting (AGM).
- Support the Executive Director in strategic and operational planning, gathering relevant and timely information as required.
- Offer administrative support for national and international projects (e.g. coordinating timesheets, filing invoices).
- Develop and implement new administrative systems.

## Financial

- Manage the UK and Netherlands accounting processes, including
  - administering sales and purchase invoices
  - debtor control activities
  - maintaining the bookkeeping system
  - submitting quarterly BTW and VAT submissions, working with the company accountants where necessary.
- Manage the bank accounts held by the Foundation, create and coordinate approval of online transactions.
- Coordinate the UK and Netherlands payroll (together with external suppliers).
- Monitor and update the monthly budget and forecast report for board meetings.
- Coordinate annual accounts and tax returns.
- Maintain accurate and auditable records and files.

The Office Manager may be asked to undertake other duties in support of the work of the organisation as requested by the Executive Director.

## Skills & Experience

As Office Manager you will have:

### Required

- A minimum of two years experience in a similar role.
- A degree or professional accreditation, or demonstrable equivalent professional knowledge and skills.
- A proven record of managing the administrative and financial functions of a department or organisation.
- Experience using bookkeeping software (e.g. Sage, Xero) and coordinating payroll.
- Working knowledge of bank systems and finance portals.
- Good analytical skills and a keen eye for detail.
- Excellent interpersonal skills with the ability to manage supplier relationships and work as part of a team.
- Proficiency in Microsoft Office (Word, Excel) or GSuite.
- A fluent command of English with strong numeracy and literacy skills.
- Exceptional organisational and time management skills with the ability to balance multiple tasks with competing deadlines.
- Ability to work proactively and with a degree of autonomy.

### Desirable

- Experience of working in a not-for-profit, membership, and/or international organisation.
- Additional language skills.

Applicants must have the right to work in the UK or EU.