



Job Title: Finance & Office Manager

Theme:	<i>Charitable governance</i>
Job Title:	Finance & Office Manager
Salary:	<i>£35,326 - £40,927 per annum + pension</i>
Hours of work:	<i>Variable, maximum 35 hours per week to include some occasional weekend working as required.</i>
Contract:	<i>Ongoing, subject to continued funding</i>
Location:	<i>Cowbridge, Vale of Glamorgan</i>

Introduction	Due to expansion and growth, the marine conservation charity Project Seagrass have an exciting opportunity, for an experienced Finance & Office Manager.
Background information	Project Seagrass is an environmental charity devoted to the conservation of seagrass ecosystems through community, research, and action. Our mission is to lead societal change to enable the recognition, recovery, and resilience of seagrass ecosystems globally; that provide biodiversity, equitable and sustainable livelihoods, and planetary life support.
Main Purpose of Post	The Suitable Candidate will be responsible for the effective day to day financial and human resources management of this small charity, the promotion of our charitable aims, inclusive culture, and smooth operational day to day running of the office. Typical tasks will include report preparation, analysis, commentary, and distribution of management reports to support and inform management decisions in an accurate and timely manner whilst focusing on process improvement within the broader Project Seagrass team and its operations.
General Duties	<ul style="list-style-type: none"> • Undertaking the day-to-day processing of all financial transactions for the charity. • Managing Payroll and financial accounts. • Planning, Analysing, and managing Budget forecasts. • Working closely with the CEO and the board of trustees to enable clear accounting of charity finances. • Assisting in the preparation of annual accounts. • Preparing and analysing monthly and quarterly management reports. • Carrying out generalist HR activities and providing administrative support to the charity directors. • Office operations: create and update company policies, documentation, and process, manage the risk register and risk assessments. • Responsibility for facilities management and effective running of the office. • Manage facilities and ensure the office is a safe and great environment to work in. • Oversee and support Day to Day back-office activities.

	<ul style="list-style-type: none"> • Champion our Project Seagrass ‘family’ #teamseagrass culture by building a strong relationship with the team. • Acting as first point of contact in the office for all visitors, contractors, and suppliers • Mentor and support team members through training and feedback to encourage and develop internal capabilities ensuring staff are resourced to perform their duties. • Championing and driving Project Seagrass culture through the organisation and management of employee engagement activities
<p>Person Specification</p>	<ul style="list-style-type: none"> • Have a minimum of 5 years of experience in Office and Financial Management, including some HR experience. • Professional qualification as MAAT/CIMA/ACA is considered a plus. • Experience of working in a standalone finance role or small finance team. • Awareness of accounting and HMRC regulations and reporting requirements. • Experience of interacting and working with independent accountants and auditors. • Experience with management accounting systems. • Experience of facilities and office management. • Generalist knowledge of HR administration. • Willingness to undertake further training. • Highly organised with the ability to multitask, work to tight deadlines and strong time management and prioritisation skills. • Highly numerate with good attention to detail. • Excellent analytical and problem-solving skills. • Demonstrable evidence of taking pride in delivering professional services and solutions. • Have strong organisational, communication and planning skills. • Deeply care about employee experience, wellbeing, inclusion and fostering the best environment for your team. • Are creative in finding new ways to keep improving things as we scale. • Are a proactive team player with a positive attitude and high energy. • Strong ethics, with an ability to manage confidential data. • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. • Demonstrable evidence of providing a caring approach to all of your partners, funders and customers ensuring a personalised and positive experience. • A commitment to improving the environment and acting in a responsible environmental manner. • Ability to work independently. • Excellent IT skills. • Experience in the charitable sector. • Enthusiasm and passion for the sustainability and protecting the environment.
<p>Additional Information</p>	<p>Applications are invited based on a 2-page CV and 2-page covering letter by email. Please include in the email details of 2 referees from recent employment. Informal enquiries: Informal enquiries are welcome and can be directed to the team via email: info@projectseagrass.org</p> <p>Application Deadline: Close of business 10th December 2021. Interviews on Tuesday 21st December 2021 either in person or on ZOOM.</p>