

Bookkeeper/Office Manager



The role is to provide a high standard of finance support to the management accountant and CEO and provide general office management that ensures we continue to provide an excellent service as a community hub, arts and cultural venue. It's an exciting time to join us as we have secured almost £2.9m for a major heritage project that will start shortly.

Oxford House was established in 1884 as the first "settlement house" to open where students and graduates from Keble College, Oxford undertook a period of residential volunteering to learn first-hand about the realities of urban poverty. We are still based in our lovely (though slightly creaking) Grade II listed building that overlooks Derbyshire Street Pocket Park and Weaver's Fields.

- We provide **affordable office space** to circa 30 organisations, charities and social businesses.
- We are a **multipurpose arts centre** that includes a theatre, gallery and dance studio
- We provide a range of **volunteering opportunities** where you can gain valuable work skills or donate your time to support Oxford House's work.

To apply please send an email with your CV with a covering letter saying why you want to work for Oxford House and how you meet the person specification for this role.

Send you CV and covering letter to jobs@oxfordhouse.org.uk

Closing date for applications is 5pm Friday 30th June 2017

‘Oxford House is where East London comes together to work, learn, explore and create. We celebrate arts, community and our heritage’.

Bookkeeper & Office Manager (part time)

HOURS OF WORK:	17.5 hours per week
SALARY:	£12 - 15,000 per annum
RESPONSIBLE TO:	Chief Executive & Management Accountant
RESPONSIBLE FOR:	N/A

Aim of this role

The role is to provide a high standard of finance support to the management accountant and CEO and provide general office management that ensures we continue to provide an excellent service as a community hub, arts and cultural venue.

Purpose of Job

1. Carrying out finance and bookkeeping tasks to support the Management Accountant and CEO including using Sage software to:
 - a. Enter data in Purchase and Sales ledgers, managing supplier payments & chasing up unpaid accounts
 - b. Banking of monies received and bank account reconciliations
 - c. Analysis of Nominal Ledgers, investigation of variances & assisting the accountant with audits and preparation of reports
 - d. Assisting with the preparation of management accounts and debtor/creditor reports
 - e. Assisting the CEO with payroll and liaising with payroll bureau
2. Providing and maintaining office systems that ensure we have excellent systems to support our work including Heritage Lottery Fund project and other initiatives, such as:
 - a. Back office support to Bethnal Green Business Forum including organising meetings, planning, development & general support of Forum including social media
 - b. TfL Cycling Workplaces and similar schemes provided by Oxford House
 - c. Support to internal customers at Oxford House including tenants and hirers including producing monthly tenant's e-newsletter, arranging socials and other forms of engagement.
3. To support the CEO in preparing and circulating board papers and other compliance records such as annual returns to Charity Commission and Companies House.
4. Using Survey Monkey to ensure effective monitoring and reporting.
5. To take reasonable care for your own health and safety and any other person(s) who may be affected by your acts or omissions at work.
6. Any other reasonable duties to assist in the development of Oxford House and its future development.

Person specification**Experience/Knowledge:**

It is **essential** that the post holder has:

- At least 2 years' experience of bookkeeping & finance work (this may include AAT or similar qualification)
- At least 2 years' experience of managing an office environment
- Extensive knowledge of MS Excel & Word including producing management reports
- Good knowledge of accounting principles, including a solid understanding of the balance sheet
- Experience working with accounting systems, particularly Sage
- GCSE English and Mathematics (or equivalent)

It is **desirable** that the post holder can:

- Plan programmes and activities

Skills/Abilities:

It is **essential** that you can show evidence of:

- High level of numeracy and literacy
- Ability to work under pressure and to tight deadlines;
- Strong organisational and time management skills;
- Excellent interpersonal skills;
- Ability to work on your own initiative;
- Honesty and reliability;
- Attention to detail;
- Ability to work as a member of a small team
- Ability to plan by setting clear targets, meeting objectives and effectively monitoring and evaluating performance

Additional Factors:

It is **essential** that the post holder has/is:

- IT literate in MS Office (Excel & Word)
- Able to use Sage accounting software
- Able to use variety of social media platforms to promote volunteering and business development

Oxford House in Bethnal Green
Oxford House
Derbyshire Street
London E2 6HG

Charity Number: 208582 | Company Number: 59858 | www.oxfordhouse.org.uk