

JOB DESCRIPTION

Title:	Office Manager
Contract:	Full Time / Permanent
Responsible to:	Director of Finance & Operations
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.30 Thursday 9.00 – 13.30 Friday
Salary:	£25,000 - £30,000 per annum depending on experience
Holiday Entitlement:	20 days, plus Public Holidays and Jewish Festivals
Location:	Kentish Town

Applicants must have the right to live and work in the UK

General Description:

The purpose of this post is to:

Take responsibility for key office functions and to provide administrative support to enable the smooth running of the organisation.

Key Tasks & Responsibilities:

- Facilities management
- Document management
- Database management
- Risk management administration
- Basic bookkeeping
- Contract administration and filing
- Basic HR administration
- Health & Safety
- Crisis management
- Stationery

Front of house (phone, mail, enquiries)

Storage / Archiving

Communal diary

Administrative support for the Director of F&O

Additional Information:

The Office Manager must:

Be committed to the aims of Board of Deputies and act as an ambassador for the organisation.

Comply with Board of Deputies policy and procedures and code of expectations.

Work collaboratively with other colleagues across the organisation.

Undertake appropriate training as requested by the Director of Finance & Operations and be committed to own continuous professional development.

Carry out any other reasonable duties as requested by the Director of Finance & Operations undertaking such other duties that occasionally fall within the purpose of the post.

Maintain high levels of discretion and confidentiality at all times.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Board of Deputies operational procedures.

Person Specification

Essential:

Office administration experience

Highly organised and happy to work on multiple items simultaneously

Excellent prioritisation skills

Strong communication skills

Numerate with experience of working with spreadsheets

Excellent IT skills – including Word, Excel, databases and e-mail.

Ability to take the initiative and work under pressure to meet deadlines

Some bookkeeping experience

Desirable:

Office Management experience

Experience of monitoring service contracts

An awareness of HR issues and practice

Knowledge and understanding of the Jewish community

Closing Date: 12 noon Tuesday 12 September 2017

How to Apply: Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining how you meet the requirements set out in the person specification, and where you heard about the job. Please send this to bernice.black@bod.org.uk with the subject heading 'Office Manager'.