

# Job Description

## Job title: Operations Manager

*Location:* Home based with regular meetings and events throughout West Midlands

*Salary or Salary Scale:* £25,000 pa (pro rata)

*Hours of Work:* 156 days per year

*Reports to:* clerk to trustees

*Supervises:* no one

## Main purpose of the job

To support the day to day governance work of the Central England Quakers charity. Support trustees' compliance with the charity's governing document and the Charity Commission requirements.

The post holder will undertake a wide range of operational activities to support the work of the trustees and their five service committees (finance, property, employment, records advisory and governance & compliance).

## Duties

### 1 General

Assist the Clerks to trustees and the service committees with preparation for meetings (normally held quarterly), including the preparation and management of reports and papers as required.

Attend service committees ex officio as required.

Manage the trustee library on Office 365 including uploading documents and removing redundant documents.

Manage the periodic review by the service committees of the Memorandum of Understanding between trustees and Local Meetings/Branches and monitor compliance.

Maintain the trustees' central risk register

Maintain good relationships with staff employed by Priory Rooms, Peace Hub, Peacemakers and the Area Meeting secretary.

### 2 Finance

#### Management Accounts for Central funds:

- Check transactions in the quarterly management accounts;
- Circulate them to finance committee and trustees;
- Monitor cash flow for potential concerns;
- Support the treasurers in preparing forecasts and budgets.

Monitor the activities set out in the Finance Committee "work timetable". Arrange transfers

between central funds as agreed by Trustees Finance Committee

Provide regular reports to Finance Committee regarding the status of Trustees funds, key issues and trends.

Arrange payment of professional and legal fees on behalf of Trustees

Assist Trustees and service committees with particular financial or legal issues which may arise from time to time.

**Year-end proforma consolidation packs** for LMs and Branches:

- Liaise with the Finance Administrator over their preparation;
- Prepare associated policies and guidelines (subject to approval by the Treasurer team).

**Annual Trustees financial report and statutory accounts:**

- Provide financial information as required, including the information required for the Notes to the Accounts;
- Liaise with the Quaker Treasurer over any policy statements;
- Liaise with the auditor to resolve audit issues and queries.
- Attend audit planning meetings, and lead on any follow up.

**Investment brokers:**

Act as the principal point of contact with the stockbroker and CCLA with regard to transactions and administration

Prepare reports on (central fund) investment performance for the finance committee and trustees.

### **3 Property**

**Administer the CEQ Building Fund:**

- administer grants and loans to Local Meetings (as approved by Trustees Property Committee);
- maintain a schedule of past and present grants and loans.

**Act as Treasurer to the Bull Street Premises Group (BSPG):**

- managing the Bull Street Fund;
- arranging payments to suppliers;
- maintaining records of Bull Street Fund receipts and payments;
- assist with the preparation of an annual budget for BSPG.

**Administration of all investment property leases**

- arranging property repairs;
- negotiating lease renewals and new leases under guidance from the Treasurer Team; advising the Treasurer team when lease renewals are due.
- monitoring payment of rent invoices and expediting overdue rent payments
- depending on the type of lease, ensure that the landlord "duty of care" obligations are being met in terms of health & safety, fire protection and compliance with regulations.

**Property Valuations**

- Arrange re-valuations (every 5 years) of all properties (functional and investment) for

- insurance purposes and market valuations of investment properties.
- For the functional property insurance valuations co-ordinate the review of contents and values in conjunction with Local Treasurers.

#### **Local Meeting Houses:**

- Monitoring policies in respect of tenancies, lettings or room hirings, recommend changes or reviews, and take the lead on drafting such policies;
- Maintain a register of Local Meeting General & Fire Risk Assessments and ensure that these are regularly reviewed;
- Provide ad hoc assistance to Local Meetings for larger building projects requiring professional advice from a building surveyor or solicitors and support applications for major funding applications;
- Ensure the annual 'Inspection of Premises' Questionnaires are completed by Local Meetings and Management Committees of other properties;
- Arrange for a quinquennial inspection of each of our properties (including investment properties) by a suitably qualified architect or building surveyor.

Work towards preparing an Area Meeting Property Strategy Plan

#### **4 Employment**

Support and advise the employment committee on revisions and updates of policies and documentation, using external advisers where necessary.

Assist employment committee in providing support and advice to line managers within the Area Meeting, using external advisers where necessary.

Maintain the central HR records including staff records.

#### **5 IT support**

Manage and develop CEQ IT systems using external advisers or contractors.

#### **Any special conditions**

None

**Date:** September 2019