

London Mennonite Trust Office Manager Job Description

Title:	Office Manager	Location:	Home-based employment, with some travel to other locations
Hours:	Part-time: 21 hours/week	Unsocial Hours:	In the nature of the job some evening and weekend work is required
Responsible to:	Designated trustee	Responsible for:	Administrative tasks assigned by the trustees
Purpose of Job:	To assist with the administration required for the efficient functioning of the Mennonite Trust.		

SPECIFIC TASKS

1. Communication

- (a) To assist the trustees in responding to enquiries via letter, telephone or email.
- (b) To maintain a P.O. Box for Trust correspondence.
- (c) To assist the trustees in communicating with the Trust's database, including distribution of the Friends' newsletter.
- (d) To maintain and update the Trust's website, and to be responsible for the Trust's use of social media.
- (e) To be familiar with Anabaptist organisations and projects in the UK, representing the Trust on some of these as agreed.

2. Visa sponsorship

- (a) To assist the trustees in making applications and renewals.
- (b) To keep relevant records of those receiving visas, and maintain current understanding of the changing regulations.
- (c) To be the designated UKBA staff member.
- (d) To manage any license renewal and inspection.

3. Finance and Payroll

- (a) To act as book-keeper for the Trust.
- (b) To provide a regular financial updates to the trustees.
- (c) To contribute to a comprehensive budget along with trustees, ensuring spending stays within agreed figures.
- (d) To receive and check the monthly income statements from the lettings agency or tenants.
- (e) To manage the day-to-day banking of the Trust, including receipt and filing of all bank statements.

- (f) To help prepare the annual accounts, maintaining both the necessary records for and our relationship with the Trust's accountant and auditors, meeting with them as arranged.
- (g) To manage the payroll, liaising with a payroll provider, to ensure timely production and payment to staff and HMRC
- (h) To manage pensions contribution for staff.
- (i) Receiving and paying of staff and Trustee expenses
- (j) To process Gift Aid receipts
- (k) To ensure compliance with the Trust's Financial Controls and Expenses Policies.
- (l) To administer statutory payments and records with regards to staff leave, sickness, etc.

4. Property

- (a) To liaise with our property consultant, providing support as requested.
- (b) To oversee maintenance schedule either in liaison with property consultant and lettings agency or directly with tenants
- (c) To ensure best value for money with regards to quotes received from contractors
- (d) To be on call for occasional property-related emergencies
- (e) To manage accounts for utilities, Council tax and other local payments of directly-maintained Trust properties, where necessary.
- (f) To administer the sale and purchase of investment and ministry properties, in liaison with trustees and solicitors
- (g) Other property-related administration as required

5. General Administration

- (a) To provide sufficient and secure office space in the Administrator's own home to work efficiently and keep directories and files of necessary information.
- (b) To provide administrative support to the trustees by providing requested information.
- (c) Once the Trust becomes a CIO, to act as the first contact point for the annual CIO returns.
- (d) To attend trustees' meeting when invited.
- (e) To undertake necessary training to continue to support the Trust's ethos, ministry and changing needs, including the development and monitoring of Trust policies.
- (f) To monitor with a time sheet the time involved in this administrative role.
- (g) To undertake other administrative duties which are mutually agreed.
- (h) To advise the trustees regarding trustee training, function and best practice.
- (i) To stay up-to-date with Charity Commission regulations and ensure all information held by the Charity Commission is up to date, including annual returns.
- (j) To ensure all services used by the Trust represent best value for money
- (k) To maintain physical and digital archives and storage, retaining and disposing of documentation securely and in line with statutory and best practice guidance.

6. Partnership administration

- (a) To administer communications with related/partner organisations including the Anabaptist Network, Christian Peacemaker Teams, Peaceful Borders, Urban Expression, Centre for Anabaptist Studies, and more.
- (b) To liaise with Anabaptist Network chair in producing e-newsletters and to dispatch printed versions as required.

- (c) To provide a statement of account for Christian Peacemaker Teams UK and to enact basic bookkeeping duties on the organisation's behalf as required
- (d) To administer the sending of grants awarded, domestically and internationally
- (e) To receive reports from partner organisations and individuals on behalf of trustees
- (f) Other administrative duties required as a result of partnerships, as agreed with trustees

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Proven administrative experience in a 'self-starting' role • Proven experience of basic book-keeping, together with banking experience • Proven familiarity with IT and the use of electronic media, to work efficiently, developing new structures as necessary • Sufficient understanding of Mennonite beliefs and practices required to help direct enquirers efficiently • Experience of office organisation 	<ul style="list-style-type: none"> • Primary front-line experience in a variety of 'customer service' roles • Experience of managing delegated budgets • Experience of UK Visa and Immigration Department • Experience or understanding of property management • Experience with payroll and pensions
Skills and Abilities	<ul style="list-style-type: none"> • Proven interpersonal skills and abilities, including good listening and communication • Good organisational skills, with proven ability to manage a variety of tasks and work to deadlines • Proven competence in use of information and communication technology • Competent in Microsoft Excel or comparable software 	<ul style="list-style-type: none"> • Enthusiasm for communications via social media • Previous use of Mailchimp for email newsletters etc. • Proven ability with Wordpress for basic website updates
Personal Qualities	<ul style="list-style-type: none"> • Mature, prayerful, open and outgoing personality • Diplomatic and flexible, with a serving approach to work • Organised and self-motivated • Winsome, polite and gracious in personal manner and communication • A commitment to Mennonite and Anabaptist beliefs, ethos, practice and discipleship – for details see: http://www.anabaptistnetwork.com • There is a genuine occupational requirement for the post-holder to be an active Christian, in sympathy with the ethos and values of the Mennonite Trust 	