



**Oxfordshire Sexual
Abuse & Rape
Crisis Centre**

Business Manager

Job Description and Person Specification

Role purpose

Are you a positive and proactive leader with a flair for problem solving? Do you have the drive and ambition to run and develop important organisational systems to ensure the continued success of a small but mighty charity?

We have an amazing opportunity for a passionate, brilliant woman to join our Senior Leadership Team and be a vital part of our success in delivering vital services to survivors of sexual violence.

You will be responsible for ensuring that OSARCC has the appropriate organisational finance, HR and IT systems in place to deliver its present and evolving objectives.

This is a new role, during an incredibly exciting time to join the organisation, where you will have the opportunity to make a real difference.

Hours of work	0.8 FTE (30 hours) which can be worked flexibly, Monday - Friday
Grade/Salary	£38,188.80 FTE rising incrementally with long service to £44,553.60 FTE
Benefits	28 days annual leave pro rata, rising to 33 days with long service plus bank holidays and 5% pension contribution
Contract type	Permanent
Responsible for	Senior Centre Administrator, Services Administrator, Cleaner
Accountable to	CEO
Location	Hybrid working – two days minimum in the office in East Oxford - with some business travel across Oxfordshire
Job purpose	The post holder will form part of OSARCC's Senior Leadership Team, alongside our Programmes and Partnership Manager, Fundraising and Communications Manager and CEO, and will demonstrate effective and empowering leadership. They will be responsible for HR, IT and Finance, leading on the successful and smooth running of vital organisational systems.

Context

Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC) has been supporting and empowering survivors of sexual violence in Oxfordshire since 1979. Our feminist empowerment model understands sexual violence as both a cause and consequence of gender inequality and enables survivors to take control of their recovery in a person-centred way, improving mental and physical wellbeing, and raising future aspirations. We provide independent, free and confidential services in an environment where survivors can receive trauma-informed, specialist support from our experienced and friendly team of staff and volunteers.

This is an exciting time to join our organisation – we have experienced several years of significant growth in order to meet the demand from growing numbers of survivors looking for specialist support. We have an ambitious strategic plan to continue to innovate and develop our service provision, particularly to reach survivors currently not accessing our services.

We are looking for a Business Manager to help develop the next stage of our growth. The ideal candidate will be a dynamic, motivated leader who has significant experience of finance systems, HR and IT with excellent project management skills. It is essential that you have a desire to contribute to a growing organisation working to support survivors of sexual violence.

The role will be responsible for leading on the successful and smooth-running of vital organisational systems. The post-holder will also be leading on some areas of strategy, while identifying opportunities for innovation and business development, to enable us to work with more survivors, particularly expanding our services to more children and young people.

Some evening and weekend work may be required, as will occasional travel within Oxfordshire, with time off in lieu available as appropriate.

This role is subject to a six-month probationary period. The post holder will be eligible for 28 days annual leave per annum pro rata, rising to 33 days with long service, plus bank holidays and a 5% pension contribution. Every member of staff has access to a training budget for professional development, as well as multiple avenues of support for your ongoing wellbeing.

Main responsibilities

Finance

- Manage our accounting and bookkeeping supplier to ensure that regular financial processes are taking place in a timely manner and are quality checked
- Management of monthly financial ledger including monthly profit and loss and balance sheet reconciliations
- Liaise with our payroll provider to manage our payroll and pension provision, ensure pay policies are adhered to
- Management of the organisation's budget including cash flow analysis and forecasting as necessary
- Produce quarterly management accounts and financial reports for the CEO and the Board
- Preparation of financial information for funding bids, proposals and reports for multiple grant funders, and current and prospective donors

- Close liaison with independent examiners in the preparation of annual statutory accounts
- Overseeing tax, regulatory and compliance issues, including Gift Aid reclaim
- Develop and document business processes and accounting policies with the CEO and SLT to maintain and strengthen internal controls
- Management of bank accounts and overseeing any investments
- Provide line management and support to staff ensuring that they are enabled and equipped to meet requirements of their work plan
- Identify opportunities for increasing social enterprise models of funding (such as training and consultancy work) and support the growth and development of these areas
- Ensure a culture and ethos of consultative and collaborative working runs throughout the organisation

IT

- Working with our external IT support provider, oversee and manage OSARCC's technological infrastructure and information systems
- To provide support to administrative staff in maintaining IT and tech equipment, logs and account management.

HR

- Develop and implement HR policies, procedures and systems which comply with contractual obligations and legal requirements
- Work with the Services Manager to ensure processes for recruitment, induction, employment, development and engagement and wellbeing of employees and volunteers are fit for purpose and that all staff are supported in exercising their responsibilities in this regard
- Have knowledge of current employment law and ensure this knowledge is kept up to date at all times
- Take responsibility for HR across the organisation

Leadership

- Work alongside Senior Leadership Team (SLT) colleagues to continue the implementation of OSARCC's current strategic plan
- Play an integral role in the creation and successful implementation of a new, five-year strategic plan
- Inspire and motivate those around you, lead by example and be a passionate advocate for survivors of sexual violence
- Attend OSARCC Trustee meetings and the annual AGM and lead on reporting on finance and IT
- Ensure OSARCC maintains a culture of continuous learning, development and innovation in a way which underpins OSARCC's goals and values
- Deputise for the CEO as required

Other

- Contribute to OSARCC's ability for delivering equality and diversity strategies and understand how this applies to your area of work; ensure they are integrated in to all areas of OSARCC's operations

- Undertake supervision and attend relevant training and events, ensuring ongoing familiarity with best practice.
- Support, promote and work in accordance with OSARCC values, policies, aims and objectives at all times
- Carry out any other work or duties that are reasonably requested

Person Specification

Specification	Essential	Desirable
Knowledge (including education/qualifications)		
AAT Level 4 qualified, or higher or has at least five years' experience working in a financial management role	X	
Knowledge of managing multiple funding streams in a charity context	X	
An understanding of working in the voluntary sector/violence against women sector or similar field		X
Experience		
Previous experience of managing at a senior level	X	
Experience of financial management including budgets, management accounts and internal financial controls and processes	X	
Experience of HR and staff management	X	
Experience of managing financial accounting systems preferably Xero	X	
Excellent attention to detail and accuracy in all work, with well-developed organisational and administrative abilities, including proven success in setting up systems, keeping records and delivering financial reports to deadline and to a high standard	X	
Experience of project management and/or service development		X
Experience of writing fundraising proposals		X
Skills		
Proven project management skills and ability to develop and manage multiple projects concurrently	X	
Experience of working with complex budgets (including budget creation, cash flow forecasting, and financial reporting for funders)	X	
IT skills and proficiency in MS Office, experience using a CRM database	X	
Strong analytical, numerical and problem solving skills including the ability to contribute to team discussion and planning	X	
High degree of self-motivation and ability to work both independently and as part of a team	X	
Ability to cope with and contribute to a changing and developing organisation	X	
General		
A firm commitment to improving the lives of people who have experienced sexual violence and to working within a feminist organisation.	X	

Ability to maintain clear boundaries and confidential working practices.	X	
Sensitivity to cultural differences, and the ability to work in a diverse setting.	X	
Ability to work within the ethos of the Rape Crisis Movement and OSARCC's core values, and commitment to equal opportunities and anti-discriminatory practice.	X	
Commitment to professional development and willingness to undertake training required for the role.	X	

EQUAL OPPORTUNITIES

This post is restricted to female applicants only and is exempt under Schedule 9, part 1 of the Equality Act 2010.

OSARCC is an equal opportunities employer and is committed to promoting equality and social inclusion.

The recruitment monitoring section of the application form (which gives details of your sex, ethnic origin, date of birth and any disability) will be detached before the form reaches the Selection Committee. This information will not be made available to the Selection Committee. If you have indicated that you have a disability, the recruiting manager will be made aware of this if you are offered an interview and will communicate with you about your access requirements. The information you provide on the recruitment monitoring section will be held in confidence by OSARCC and the details logged onto a confidential recruitment database. The information will be used for statistical purposes to enable OSARCC to carry out its equal opportunities monitoring obligations.