ODIHAM COTTAGE HOSPITAL COMBINED TRUSTS

JOB SPECIFICATION – FINANCE AND OPERATIONS MANAGER

Purpose of the role

The role holder is responsible to the Trustees of OCH Combined Trusts for the financial and operational management of the Charity and its trading activities, whilst implementing the Trustee Board's policies and decisions.
The role holder is appointed as Company Secretary to the Charity.

Main responsibilities

The role holder is responsible for:

- Acting as the primary representative of the Charity and ensuring the smooth running of all elements of the Charity's activities whilst maintaining the Charity's good reputation in the wider community
- Implementing the Board's strategy whilst maintaining best standards of corporate governance together with the support and guidance of the Trustees
- Liaising with and supporting the charity's service providers both at OCH and in the wider community. Ensuring compliance with the Charity's objects
- Providing support to the Befriending Service Manager and ensuring all agreed guidelines and best practice protocols for the service are strictly adhered to
- Liaising with the Head of Retail to support the development of the OCH retail activities, including online sales, ensuring that optimum operational management and financial targets are met
- Ensuring that the buildings' facilities meet all necessary regulatory standards through an efficient programme of planned preventative and emergency maintenance
- Ensuring the financial security of the Charity and its assets through good financial management, regular reporting to the Treasurer and the Board and compliance with all statutory and regulatory obligations.

Skills required

- A recognised accounting qualification (or QBE) is essential. Company Secretarial experience is desirable
- Experience of regulatory obligations (HMRC, VAT, Gift Aid, Corporation tax, Charity Commission, Companies House etc)
- Proficient in diverse software applications and digital tools (SAGE, BASIC payroll tools, EPOS, Microsoft etc)
- Excellent administrative and organisational skills, able to work without direct supervision, able to problem solve using own initiative, flexible in approach
- Proficient in delivering presentations to a wide audience base
- Excellent inter-personal skills which will enable
    - Successful management and support of direct reports, other staff and volunteers as appropriate
    - The development of relationships across a broad range of organisations particularly within the charity sector

6th November 2026