



JOB DESCRIPTION: OFFICE AND FINANCE MANAGER FULL TIME ROLE

SUMMARY OF ROLE

WTC is recruiting a full time Office and Finance Manager to join our dynamic and creative team in an office-based role in Cheltenham. The Office and Finance Manager will run the administrative side of the office, as well as working closely with the Finance Director (FD) to facilitate the smooth running of the finance function. This is a varied and interesting role and provides the opportunity to support all the teams within the college at busy times of year.

The successful candidate will be proactive and solution focused, with the ability to deal with a range of activities simultaneously and deal with challenges as they arise. Attention to detail and being able to drive projects from start to finish will also be important. Strong IT skills are required together with financial training.

KEY ACCOUNTABILITIES

Key Activities	
Office Management	<ul style="list-style-type: none"> • Oversee the general functioning of the office space • Maintain adequate Employer Liability Insurance • Act as the main point of contact for the Landlord's Managing Agent for the office • Oversee management of office Health and Safety • Manage all utility and maintenance contracts for the smooth running of the office • Be first point of contact for phone and email enquiries to the office • Oversee maintenance/upkeep of all office IT systems (computers, printers, phones, video conferencing etc.) and training of staff on their usage as requested by the Director of IT • Oversee management of the Google Workspace and oversee training/troubleshooting where necessary for staff members • Take charge of purchasing and ordering of office supplies (stationery etc) • Initiate and compile the agenda for Weekly Staff Meetings and the devotions rota, and take minutes in Weekly Staff Meetings • Manage the Timetastic HR system • Other duties as requested
Finance	<ul style="list-style-type: none"> • Work with the FD to ensure smooth running of the finance function for the college and its subsidiary WTC Consulting Ltd • Carry out daily/weekly bank reconciliations • Monthly credit card reconciliations • Calculate and pay the termly payments to Hub Partners • Manage the preparation of the annual budget, in conjunction with the FD and other budget holders • Produce reports for budget holders to identify variances and inform future spending decisions • Support the FD in the preparation of the annual accounts and the audit process. • Participate in Operations Team Meetings to help improve systems and processes



	<ul style="list-style-type: none"> • Oversee accounts receivable, chasing up debtors when required • Manage the submission of quarterly gift aid claims • Involvement in the production of financial reports (e.g. cash flow forecasts, budget variance, P&L forecasts). • Oversee the payroll function, in conjunction with external providers • Assist with ad-hoc project work • Invoicing students before the start of each academic year, keeping track of mid-year changes, bursary applications, and student withdrawals. • Manage annual insurance contracts • Process invoices and payments to suppliers and expenses to staff. • Update of documentation on financial processes
Support to other teams	<ul style="list-style-type: none"> • Operations <ul style="list-style-type: none"> ◦ HR support ◦ Design and send mailchimp communications to alumni and other partners ◦ General organisation and ad-hoc tasks • Director of IT <ul style="list-style-type: none"> ◦ Routine IT tasks in support of all staff members ◦ Back up IT support for Hub nights • Events <ul style="list-style-type: none"> ◦ Support to the Events Manager as requested ◦ Support with Residential preparation • Registry <ul style="list-style-type: none"> ◦ Support preparing for the Residentials e.g. compiling folders ◦ Administrative support to Academic committees

Role Context	
Financial & Operational	Turnover: Approx. £1,000,000 Students: c.220 per year
Reports to	Chief Operating Officer and Finance Director

Internal and External Relationships	
Internal	CoO, FD, Staff, Faculty, HDs, students
External	Board, Visitors, Office and Finance Management contacts, potential students



PERSONAL SPECIFICATION

Essential

- Mature Christian
- Strong organisational / administrative skills
- Ability to plan and drive projects ensuring high quality results
- Solution oriented
- Proactive
- Ability to deal calmly with challenges when they arise
- Attention to detail
- Experience with accounting software (ideally Xero)
- A solid understanding of accounting principles and processes
- Strong IT skills
- Excellent working knowledge of G Suite and Excel
- Ability to manage multiple priorities with attention to detail and accuracy.
- Team player
- Comfortable working in a fast developing context and evidence of creative and entrepreneurial abilities
- Agreement with WTC values
- Good sense of humour

Desirable

- An accounting qualification (AAT, ACA, ACCA, CIMA or equivalent). Consideration will be given to part qualified