



OFFICE MANAGER JOB DESCRIPTION

Working hours:

09:00 - 18:00 Monday - Wednesday
24 hours per week

Responsibilities:

Finance Management

- Regular finances including reports, staff PAYE, bookkeeping, expenses, VAT & corporation tax
- Process payments to suppliers
- Set up and manage the Makeriversity pension
- Own Xero - including bank reconciliation, generating and processing all invoices, ensuring continuity within tagging, recording budgets

Administration

- Support GM with office and admin tasks
- Prepare and manage HR processes where needed
- Handle team filing, archiving
- Handle post for members
- Write blogs and support with social media

Office Management

- Ensure the team office is a great place to work
- Design and implement office policies
- Meet and greet all visitors - including potential members and event guests
- Organise cleaning, repairs and IT
- Maintain health and safety on site - including first aid kits and fire safety

Experience and skill set:

- Previous office management or admin experience
- Willingness to learn
- Excellent written and verbal communication skills
- Sense of responsibility and initiative
- Thrives under pressure
- Strong relationship management skills - polite, friendly and professional
- Experience with Xero
- Excellent numerical accuracy



Useful but not required:

- Knowledge in health and safety
- Previous experience in finance role
- Experience with Directli and Gocardless

What we offer you:

- 22k -24k pro rata, depending on experience
- 25 days holiday pro rata, (plus bank holidays)
- Training and development opportunities
- Team away days
- Makersiversity membership including access to all workshops and machines for your own projects

Application deadline:

Thursday 4th May, by 17.00

Application details:

To apply please send your CV and a short cover letter to jobs@makersiversity.org.

Please include 'Office Manager' in the subject and detail your availability to start work.

We plan to hold Interviews w/c 8 May.