



Job Title:	Office Manager
Salary:	Between £27,000 to £33,000 pro rata (dependent on experience)
Working Hours:	21 hours a week. Please note that this is an office-based role. We can discuss how best to spread these hours across the week with each candidate.
Contract:	Permanent (Following 3-month probation).
Holiday entitlement:	25 days pro rata (not including bank holidays or closure over the Christmas period).
Location:	1 Gough Square, EC4A 3DE
Start date:	As soon as possible

The Arab British Centre is pleased to offer an exciting opportunity for an experienced office administrator to work for a dynamic cultural charity and contribute to its strategic direction.

The Arab British Centre aims to further the understanding of the Arab world by promoting its culture, sharing its knowledge, and supporting a community of individuals and organisations that work to enhance friendship and collaboration between people of the UK and the Arab world.

Relevant information

The Arab British Centre currently employs three full-time and one part-time members of staff: the Executive Director, Programme Director, Programme Manager, and the Arab Britain Curator. The small team collaborates closely and is governed by a board of trustees.

From our premises in Gough Square, we organise and promote cultural and artistic events and host a community of like-minded organisations, which have a 'Licence to Occupy' subsidised office space at the Centre. These organisations are referred to as resident organisations or licensees. For information about our resident organisations, please visit: <https://www.arabbritishcentre.org.uk/about-us/residents/>

The Office Manager will support the Executive Director in overseeing the finance and administration of The Arab British Centre and the management of the charity's building in Gough Square.

Job Description

As an experienced finance and office administrator, we expect the post holder to manage the day-to-day administration for the organisation and oversee the activities that facilitate the smooth running of The Arab British Centre's building in Gough Square. This role is pivotal in fostering a collaborative environment between The Arab British Centre and resident organisations. The new post holder will also have the opportunity to develop and implement strategic plans to improve the efficiency and sustainability of the Centre, including, but not limited to, the development of new initiatives such as a 'resident network' or 'membership scheme'.

Responsibilities

Finance and Administration:

- Day-to-day bookkeeping (we use QuickBooks online), paying suppliers and staff expenses.
- Support the Executive Director in processing expenses and invoices, preparing operational budgets, and compiling reports and information for the statutory annual accounts for Companies House, Charity Commission, and HM Revenue & Customs.
- Other ad-hoc duties, including administration of insurance, annual licences, and contracts.
- Identifying weaknesses in the company's current finance and other filing systems and proposing solutions.
- Identifying cost-reduction opportunities.
- Oversee and implement the Centre's internal privacy policy and management plans.

Office and Building Management:

- Responsible for overall building management, including liaising with service providers, contractors, facilities management contractors, and IT support services, ensuring everything runs efficiently and smoothly.
- Identify and renew utilities, maintenance, and service provider contracts.
- Coordinate procurement and vendor contracts for office equipment and materials.
- Ensure compliance with all applicable health and safety laws and regulations.
- Work with our outsourced facilities support contractor to oversee building maintenance visits, ensuring access to maintenance personnel and authorised keyholder presence at all times.
- Ensure the Arab British Centre complies with statutory fire safety obligations, including conducting monthly fire alarm call point tests, 6-monthly fire drills, and adhering to all other fire safety compliance procedures.
- Communicate with the Arab British Centre's Licensees (resident organisations) regarding their use of the Centre and its facilities.

Resident Organisations:

- First point of contact for resident organisations based at 1 Gough Square on items including, but not limited to: meeting room bookings, maintenance issues, IT support issues, general queries, and support.
- Manage licensee contracts with resident organisations, ensuring residents comply with The Arab British Centre's terms and conditions for Licensees.
- Advertise office vacancies and prepare contracts for new licensees.
- Organise regular coffee mornings and get-togethers for residents to foster a sense of community.
- Organise regular meetings for resident organisations to discuss issues and ideas for managing building operations more effectively.
- Support the Executive Director in organising mandatory training for residents, associate residents, and teachers.
- Support the Executive Director in developing a new membership scheme for associate resident organisations.

HR Management:

- Administer HR, including absences and annual leave, company policies, health and safety, and privacy policies.
- Work alongside the Executive Director in the development, implementation, and monitoring of organisational policies and procedures, including equality, health and safety, grievance procedures, leave of absence, etc.
- Ensure that all Arab British Centre personnel files are securely stored and that the privacy/confidentiality of all personal data relating to staff and the Board is maintained in accordance with the latest general data protection regulations.
- Support the Executive Director in identifying and implementing staff training and professional development opportunities.

Ad Hoc Duties:

- Customer Service duties, including answering incoming calls and scheduling appointments.
- Follow up on phone calls and contacts as appropriate.
- Answer general emails and postal correspondence.
- Manage the diary of the Executive Director when necessary.
- Occasionally support team on delivery of cultural programme.

Person Specification

This post is likely to suit someone already working as an office administrator (with financial responsibilities) or finance administrator in a small business or charity, who would like the opportunity to be part of the growth and strategic development of a dynamic cultural organisation.

We need an individual willing to play a hands-on role, take responsibility for day-to-day tasks, and collaborate with a small team. The Arab British Centre runs events and activities, and it may sometimes be necessary to step in and support the rest of the team with project delivery.

The successful candidate will demonstrate good communication skills, meticulous attention to detail, and the ability to grow in the post and take on more responsibility over time.

In summary, the successful candidate will have:

- 3+ years of experience working as an office administrator with financial responsibilities.
- Familiarity with QuickBooks or experience with other accountancy packages, plus an aptitude for navigating new software.
- Strong written and verbal communication skills in English.
- Experience with Microsoft Office.

Desirable Skills

- Qualification in bookkeeping or financial management
- Interest in arts, culture and the Arab world

To Apply

Discover more about The Arab British Centre at www.arabbritishcentre.org.uk

If you are right for this post, please send a cover letter outlining your suitability for the role, as well as your C.V. to jobs@arabbritishcentre.org.uk by 28 September 2023. Interviews will take place on 4 October 2023 at The Arab British Centre, 1 Gough Square, London EC4A 3DE.