



OFFICE MANAGER

Hours: Part Time – 24 hours per week

Reports to: CEO

Salary & Benefits: £12.50 -14ph, depending on experience, 25 days holiday + Statutory holidays pro rata, pension, flexibility of hours and days of work.

Project Overview

Tarner is a charity dedicated to running children and young people's services in the Tarner area of Brighton, in partnership with the local community. Tarner Community Project has established an excellent reputation for delivering exciting projects with children and young people who are currently marginalised for whatever reason. We are based in a community building in Tarner Park where we currently run our children's activities and several youth projects.

The Role

We are looking for a personable, reliable and proactive individual with experience of general office finance and administration management. The role encompasses all aspects of office administration, basic bookkeeping and supporting the project as a whole. You will need good working knowledge of MS Office as well as A-C Maths and English GCSE or equivalent. Previous experience in a similar role and of finance management database is desirable.

Key responsibilities include:

- Manage a busy office and organisational calendar
- Support the Senior Leadership Team with all logistics of delivery
- Finance support including tracking, banking, invoice generation and payment chasing.
- Basic bookkeeping including generating monthly financial reports.
- Managing facilities for the building including liaising with third parties such as tradespeople and the local Council as required.
- Responsible for building health and safety and being the nominated Fire Marshall.
- General office administration such as ordering office supplies and database entry.
- Managing general enquiries made via email or telephone.
- Advertising the project and being a representative in the local community.
- Managing use of the building by other local groups.
- Building and sustaining relationships with suppliers and community groups.

In return we offer a competitive rate of pay, flexibility working patterns as well as an opportunity to work a project that gives back to the local community.

Tarner is committed to promoting a diverse and inclusive community. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

If you are interested in joining our team and learning more about the role, please email office@tarner.org.uk for an application pack.

Closing date: 19th October 2024