



## **Operations and finance manager**

**£23,000 pro rata (2 days a week)**

**1 year contract (3 month probationary period)**

**Oxford**

### **About We Own It**

We Own It is a not-for profit organisation which aims to shift the debate on privatisation and public ownership. We believe the people who use and pay for public services should come before private profit, and we want decisions about our services to be transparent and accountable. We are making the case for public services to be in public hands and lobbying for changes in government policy.

We have developed a strong media profile, appearing on BBC Radio 4, Sky News and in the Financial Times, the Independent and the Guardian. We are influencing politicians locally and nationally with our call for a Public Service Users Bill to give the public a say.

We Own It is a new and small organisation (when you join us we'll be three part time members of staff) with a big mission. Over the next year, we want to grow so that we can increase our impact. We need your help to do this. It'll be an exciting time - both politically, after the election, and organisationally, because we are growing. We are advertising for new, part time 1 year roles but we hope that these positions will expand and become permanent.

You'll get to work at the heart of a dynamic new campaigning organisation, help it grow, develop your skills and claim some of the credit as we increase our impact. You'll need to be keen to jump in and take ownership, lead projects and drive things forward. You'll also need to be happy to carry out a variety of basic tasks and be flexible about your role.

We think there's a lot of potential for We Own It to make a real difference to our public services. We need driven, enthusiastic and organised people to help make it happen. Does that sound like you?

### **Your role**

This is a new role, which involves creating, delivering and improving on our financial and administrative systems to meet the needs of the organisation as we expand. We need a well-organised, systematic thinker with great attention to detail who can help us grow. We're looking for someone who can make sure we run smoothly and efficiently, looking after the financial supporters who have got us this far and enabling us to increase our supporter base, networks and impact.

- Develop and deliver our financial systems; do the bookkeeping, sort out petty cash, receipts and invoices, carry out payroll and set up pensions

- Deliver accurate cash flow projections and management accounts, provide financial information to directors and for grant bids
- Update and monitor the budget, support staff in understanding and monitoring project budgets
- Manage the (new) office, equipment and supplies, common filing systems, insurance
- Manage our internal systems e.g. databases, mailing lists, tools
- Create and maintain new internal templates and systems as needed so we can run smoothly and efficiently
- Look after our financial supporters and process donations
- Prepare and submit statutory returns
- Schedule Board, team and advisory meetings, ensure agendas and minutes are written up
- Develop policies as needed, ensure we are sticking to them, be responsible for good governance
- Support the director with managing volunteers
- Deliver internal systems to support the growth strategy for the organisation
- Provide general administrative support

### **Person specification**

#### **Essential**

- Friendly and professional manner
- Proven ability to set up, develop and maintain effective systems
- Excellent organisational skills, a systematic approach and good attention to detail
- Ability to undertake organisational accounting, including bookkeeping and reconciliation, maintaining accurate budget projections, producing reports for project funders, running a payroll
- Familiarity with IT systems including contact databases, electronic files, dropbox, mail merge software; confidence to become proficient with new IT systems
- Proficiency in using office software: spreadsheet, word processor, email, web browser, managing files and folders etc.
- Strong numeracy skills
- Excellent verbal and written communication skills
- A sense of humour
- Ready to get stuck in and undertake a wide range of tasks from the administrative to the strategic
- Plenty of initiative, flexible and adaptable
- Sympathetic to the aims of We Own It

#### **Desirable**

- Experience of preparing statutory returns
- Recognised accounting qualification
- Experience of accounting for a not for profit
- Highly advanced spreadsheet skills

## **How to apply**

Please apply by email to Cat at [cat@weownit.org.uk](mailto:cat@weownit.org.uk)

The application should include

- A covering letter explaining how you meet the criteria for the role
- Your CV
- The names and contact details of two referees
- Please also state where you saw the position advertised

Closing date for applications is **Wednesday 15th April.**

Interviews are expected to take place on **Tuesday 21st April.**