## Office and Finance Manager

## Job Description

**1. Job Information**

**Job Title:** Office and Finance Manager

**Responsible to:** Director

## 2. Background

The Committee on the Administration of Justice (CAJ) is an independent non-governmental organisation which seeks to secure the highest standards in the administration of justice in Northern Ireland by ensuring that the government complies with its responsibilities in international human rights law. In particular, the organisation works in the areas of human rights, equality, policing and criminal justice. CAJ works closely with other domestic and international human rights groups to achieve this end. CAJ takes no position on the constitutional status of Northern Ireland and is firmly opposed to the use of violence.

## 3. Job Purpose

The post-holder, under the direction of CAJ’s Director, ensures the efficient running of CAJ’s office and logistics by overseeing administrative, personnel and financial arrangements.

4. Main Duties:

To ensure that CAJ Ltd complies with all its statutory duties and obligations and the requirements of operational effectiveness in administrative, financial and personnel matters.

*Administration*

1. To ensure the efficient management of the office.
2. To oversee the provision and effective maintenance of office equipment, stock and facilities.
3. To ensure appropriate health and safety standards are maintained
4. To oversee relevant levels of staff training in the area of first-aid, evacuation procedures etc.
5. To oversee the efficient running of reception duties.
6. To undertake the administrative aspects of event management.
7. To maintain and archive organisational records for CAJ Ltd – including minutes of executive meetings, elections to the executive, AGM reports, membership matters.
8. To advise the Director on compliance with all appropriate legal responsibilities for CAJ Ltd, including General Data Protection Regulation, and accessing external advice as necessary.
9. To provide administrative support for the Human Rights Trust, including the tenancy of the Sturgen Building and the Robert Hamill Trust.
10. To participate in the work of the Building Management Group and to liaise with our colleagues in the Human Rights Partnership.
11. To provide support for staff in the effective use of information technology and to ensure the smooth running of IT systems and equipment, accessing external support as necessary.

***Finance***

1. To prepare organisational and project budgets, cash flow and budget monitoring reports for submission to the Director and Executive.
2. To support the Director and other staff in fundraising efforts, including with all necessary financial data.
3. To prepare estimates of income and expenditure.
4. To implement the bookkeeping functions of the organisation.
5. To implement the tendering, ordering and purchasing of goods and services, ensuring that all relevant financial and accounting procedures are followed.
6. To liaise for CAJ Ltd with bankers, pension providers, auditors, and other appropriate people.
7. To ensure the processing of salaries and pensions, P.A.Y.E and all matters relating to HMRC.
8. To use Sage software as appropriate, keeping both programmes and personal training fully up to date.

***Personnel***

1. To oversee the arrangements for advertising, shortlisting, interviewing, and appointing new staff.
2. To manage the process of recruiting, training and managing office volunteers, in liaison with a Volunteer Coordinator if in post.
3. To oversee induction arrangements for all new staff.
4. To review and keep updated personnel policies and procedures in line with legislation and best practice, and in particular revise the staff handbook annually.
5. To ensure the upkeep of all appropriate administrative records, policies and procedures, in particular: personnel files, sickness and leave records, supervision and appraisal notes, contracts of employment; and all relevant documentation in respect of Equal Opportunities Legislation, ensuring that all appropriate returns are made.

**5. Terms and conditions**

* Post based in Belfast
* 35 hours per week, occasional evening and weekend work for which time off in lieu is given.
* Holiday entitlement – 30 days plus statutory days.

**6. Salary**

NJC Scale Points 23 to 28, £28,226 to £32,798 p.a. with 8% salary employer’s pension contribution. Starting point on this scale will be commensurate with qualifications and experience.