

Job title: Operations Manager (Full Time)

Salary: £37,000-£39,000 per annum, depending on experience

Application deadline: Friday 2 June 2017

Purpose of post: To further the aims of the Centre for Investigative Journalism by:

a. Managing the CIJ accounts and finances

- Bookkeeping and reconciling CIJ's accounts on a monthly basis
- Processing all invoices and payments to staff and suppliers
- Preparing management accounts for board meetings on a monthly basis
- Grant management and reporting for all grants, both core and project specific activity
- Assisting the director with budgets for fundraising applications

b. Charity administration

- Establishing and implementing administrative processes and systems
- Drafting the annual accounts and writing trustees report
- Statutory filings to Companies House and the Charities Commission.
- Circulating documents for board meetings, taking minutes at board meeting
- Updating office calendar which includes CIJ training and events, funding calendar, holidays/leave
- Basic HR duties (writing contracts, liaising with job applicants, arranging interviews)
- Maintaining a supply of office stationery, stamps, water filters etc

c. Organising the CIJ's training portfolio

- Structuring courses and booking trainers for core training (eg understanding company accounts, data journalism, bootcamps, web investigator, infosecurity labs)
- Delivering bespoke training requests with universities, media organisations in the UK and overseas
- Organising training in collaboration with third parties

d. Communications and website administration

- Drafting and sending regular communications to networks
- Assisting with website updates as required
- Proofreading and editing communications

Essential Criteria

- 3 Years experience of administrative work in an NGO, charity or third sector office
- Good working knowledge of Excel for finance and accounts, plus experience of other financial software including Quickbooks, Receiptbank and payroll systems.
- Experience of managing annual returns to Companies House and Charity Commission.
- Demonstrable experience of successfully developing and refining administrative systems and implementing these changes across an organisation.
- Excellent organisational skills and keen eye for detail
- Exceptional communication and interpersonal skills
- Ability to manage own workload efficiently with responsibility and flexibility

Desirable criteria

- Track record of working on successful funding proposals.
- Experience of website administration, particularly using Drupal.
- Project management experience: in a nimble organisation like the CIJ, the right candidate might progress to managing their own research or investigation projects