



Finance and Operations Manager

Full-time | up to £35K

THE AFRICA CENTRE

The Africa Centre is a charity that celebrates the diversity of Africa and its diaspora. We promote social cohesion, education, thought leadership, and innovation in art, culture, and entrepreneurship.

With a rich and proud history going back more than six decades, we are committed to advocating for Africa and its diaspora and serving as custodians of its cultural heritage in London and beyond. Our aim is to empower communities and cultural diversity and equality through our impactful programmes that address the needs and expectations of our diverse communities. We believe in working in collaboration, strategic partnerships to truly achieve a more equal, diverse and cohesive society.

The history of our organisation is inherently connected to the deeper history of Africa and its global diaspora. Our legacy includes an active role during the turbulent but nascent years of the continent's struggle for independence, the ensuing political discontent, and the displacement of dissident African intelligentsia. With time, we quickly became a home away from home for the African diaspora and a vital instrument for the multiple voices advocating for freedom and independence on the continent. We are proud of our role in bringing together notable politicians, writers, activists, academics, artists, and change drivers such as Nelson Mandela, Alice Walker, Lubaina Hamid, Sokari Douglas Camp, Ben Okri, and Jazzie B of Soul II Soul among many others, to discuss on and advocate for issues of vital importance to Africa its diaspora.

Today, we find ourselves at the heart of progressive conversations about Africa, inspired by the fresh consciousness of a new generation and the wisdom of seasoned pan-Africanists and champions of Africa. Our new home in Southwark will open in late Spring 2022.

THE ROLE – Finance and Operations Manager

Reporting to – Chief Finance and Operations Officer

Purpose:

To provide financial and operational support across The Africa Centre as a key member of the staff team. The Finance & Operations Manager will record all financial transactions of the charity and implements controls to achieve accuracy, minimise the opportunity for financial loss and provide up to date information to the management team and board of trustees. This role also provides operational support across The Africa Centre including resource and office management and assisting with special projects as required.

This role will contribute towards developing a supportive working environment, and demonstrate a commitment to professionalism and respect, transparency and accountability and uphold quality standards as outlined in policies and procedures. The post holder will have a keen interest in Africa and its Diaspora, and enthusiastic support of the ethos and aspirations of The Africa Centre.

As the Centre is open 7 days/ week to the public this role will involve working either Saturday or Sunday with a day off during the week.

KEY RESPONSIBILITIES

Finance

- ✓ To enter all general and purchase ledger transactions into the accounting system (XERO) and to ensure that it is updated and maintained in an accurate and timely manner.
- ✓ To work closely with the Chief Finance Operations Officer and budget holders to ensure financial records are maintained and correctly coded in accordance with accounting (SORP) requirements, donors and the Board of Trustees approved annual budget.

- ✓ To prepare and complete monthly bank and other payment/ giving system reconciliations (e.g. PayPal, Just Giving)
- ✓ To ensure timely processing of Purchase Ledger: payments to suppliers by preparing payment runs for approval and uploading to online banking.
- ✓ To ensure timely processing of Sales Ledger: ensure that customer/ supporter/ grant invoices are issued in a timely manner and manage the credit control process. This will include processing card payments through our electronic point of sale and virtual/ online payment platforms for products, memberships, venue sales and ticketed events
- ✓ To prepare and input the monthly Business Card reconciliations and postings to the ledger. Support the process of new card applications for staff as needed.
- ✓ Prepare month end reconciliations and assist with the month end closing process
- ✓ Assist with the annual audit and accounts preparation including the preparation of the Trial balance and year end reconciliations and schedules
- ✓ Manage petty cash for the charity
- ✓ Monitor and manage the Finance email inbox
- ✓ Answer finance-related queries from the team
- ✓ Provide support to the Finance Committee as required (preparation of papers, minutes etc.)
- ✓ Provide support to the Trust and Foundations Officer as required. This will include providing financial information as needed for applications and assisting with claims and reporting.

Operations

- ✓ Ensuring that The Africa Centre's welcome area is staffed as required which will include the working with the Chief Finance & Operations Officer on oversight and management of operations and venue staff and volunteers ensuring that they receive the direction and support required to fulfil their roles effectively and that they represent The Africa Centre in the best light at all times.
- ✓ Facilities Management. Oversight of facility contractors and ensuring any works or maintenance issues are dealt with swiftly to ensure operations are not interrupted. Ensuring best value and service is maintained for the charity. Oversight of building related contracts such as security, cleaning, fire maintenance, waste management and mechanical and electrical maintenance. Liaise with the landlord (Arch Co.) as required.
- ✓ Maintain health & safety systems for the charity (site risk assessments, staff training, policy and related contracts)
- ✓ Act as a point of contact for the external IT contractor and staff in relation to IT support requirements. Assisting with sourcing and the implementation of new systems. Assist the Chief Finance and Operations Officer with maintaining GDPR compliance.
- ✓ Assisting with HR administration as required.
- ✓ Support the organisation of internal meetings and events (board meetings, AGM, away days etc.). To include arranging venues, preparing papers and materials/ equipment, taking notes and producing clear and concise minutes
- ✓ Managing the Info mailbox where all general enquiries come through
- ✓ Responsible for incoming/ outgoing post (when in the office)

Projects and any other tasks

- ✓ To effectively assist/ manage projects as reasonably requested by the senior management team and board of trustees, ensuring that any works or programmes are completed to agreed parameters, budgets and agreed deadlines

Show commitment, effective team work and communication by:

- ✓ Acting as a point of contact to external calls and emails, through the info@ mailboxes and sharing queries with the right staff members if needed.
- ✓ Actively participating in team and organisation workgroup, committee meetings. This may include acting as administrator of these groups, taking and sharing minutes.
- ✓ Representing The Africa Centre in a positive manner, promoting our key messages.
- ✓ Engaging with the charity's activities and ensuring up to date knowledge and understanding of its work.
- ✓ Ensuring cost-effectiveness in all areas of work.
- ✓ Ensure all duties are carried out in accordance with departmental and company policies and procedures.

Person Specification

Experience

- ✓ A minimum of 2 years' experience in a similar role, ideally with knowledge of charity SORP
- ✓ A minimum of AAT (or equivalent) qualification or can demonstrate clear QBE.
- ✓ Experience of using accountancy packages: currently using XERO
- ✓ Experience of co-ordinating premises and office management including experience of building relationships with suppliers and health and safety oversight
- ✓ Experience of negotiating with and supervising third party suppliers
- ✓ Experience of managing and developing staff, preferably within a visitor environment where rotas/ staff planning has been in place.
- ✓ Experience of supporting HR processes and procedures. Including policy development
- ✓ Excellent IT skills with ability to use Microsoft Office, databases (currently implementing Salesforce), emails effectively. Has the experience of learning new packages within previous roles

Skills/ Competencies

- ✓ Able to work effectively in a motivated team but also be able to be solution focused and self-motivating, to work on your own initiative and be accountable for your own work
- ✓ High organisational skills with the ability to prioritise workloads effectively. Experience of working on deadline focused projects
- ✓ Exceptional communication skills, able to develop clear and concise written materials
- ✓ High levels of accuracy and attention to detail
- ✓ Ability to work in a multicultural organisation and commitment to ensuring equal opportunities throughout the organisation
- ✓ Able to be proactive and calm in dealing with unexpected and challenging situations
- ✓ Reliable
- ✓ Commitment to continuous learning and professional development
- ✓ A flexible approach to work as evening and weekend working will be required to support the operations of The Africa Centre (time of in lieu is offered to staff)