

Office Manager Detailed Job Description

Core requirements:

- IT literate with excellent experience with Microsoft Office 365
- Good understanding of GDPR
- Good understanding on IT Administration, including relevant cyber security requirements to manage server and remote central access
- Database experience with Salesforce
- Secretarial experience re minute taking and office administration
- Excellent inter-personal skills
- Self-starter

Desirable

- Knowledge of Governance Code and Triple Lock
- Health and Safety knowledge – first aid, fire warden, manual handling, appropriate Covid response co-ordination
- Experience with Sharepoint
- Book-keeping knowledge
- PA to senior management experience

Reporting to the Head of Finance and Governance

KEY DUTIES:

Finance

- Assisting the Head of Finance and Finance officer with operations as required
- Including:
 - Banking – lodgements cash/cheque, ordering cash.
 - Petty cash reconciliation and receipt filing
 - Creditors – arrange authorisation, input on system & put up for payment.
 - Manual processing of donations through Realex;
 - Online donations through Stripe matching, processing, recording, receipting & monitoring
 - Prepare & log CHY tax reclaim (annually check & contact donors)
 - Invoicing – prepare bills for carbon offset sales & expenses.
 - Elavon/Benevity – keep certification up to date.

Board Secretary & Governance Support

- Assisting Company Secretary, CEO and Board with Board governance and administration ensuing co-ordination to circulate papers in a timely manner to Board and Sub-Committees
- Including:
 - Attend Board & New Business Development subcommittee meetings (as minute taker)
 - Prepare minutes and compile/ file papers

- Coordinate & schedule all Board & subcommittee meetings (in liaison with Sub Committee Secretaries)
- Maintain Board member information logs
- Maintain Vita Policy Matrix
- Assist where possible in the Governance Review & Policy development
- Update/ maintain Governance Code Compliance Record Form
- Be the Board liaison for information dissemination, newsletters, events, etc

IT

- Microsoft 365 Administrator- reset staff passwords as requested, set up new email accounts etc.
- Administrator of Vita Info Outlook account
- Point of contact to log all IT queries, requests, or issues.

Fundraising

- Act as Salesforce Systems admin & point of contact for staff queries
- Record all incoming donations & Carbon offset sales (SO/postal, Realex, Stripe, Bank) on Salesforce
- Assist with weekly reporting to Fundraising/Management
- Invoice/acknowledge supporters & donors by post or email (as per donors' request)
- Preparation of database for 2 postal appeals (Christmas & Easter) – ensuring any requests for DNC are removed from database (GDPR compliance)

Office Management

- First point of contact for Office & Administration queries
- Maintain all office facilities & utilities
- Answering phone, processing post, couriers, DHL & others
- Printer and IT supplies
- Electricity bill – invoice FCI next door
- Maintenance logs – IT, Computer passwords, etc
- Board Meetings - Hybrid meeting set up
- Oversee office cleaning
- General office & kitchen purchasing & checking orders when received are in agreement with order

Travel

- Working with Programmes' Administrator re:
 - Booking Flights, Hotels
 - Arranging Travel & Work Visas
 - Contact with Irish Embassy
 - Contact with Country offices
- Administration of visitors to Dublin Office

Other

- Health & Safety – in conjunction with building management company
- Administration support to the CEO as required.