



Office Manager with Finance

This is a new role, providing an exciting opportunity to play a key role in Lifeshare's development, by overseeing office operations and financial administration. The position offers the chance to make a meaningful impact within Manchester's oldest homelessness charity.

About Lifeshare

Lifeshare is a volunteer-led charity dedicated to supporting the homeless and most vulnerable members of our community. Established in 1984, Lifeshare celebrated 40 years of service in 2024. Our core programs include:

- **The Breakfast Project** – operating every Friday, Saturday, and Sunday, providing essential support, care and signposting.
- **The Christmas Project** – a week-long initiative offering hot meals, showers, clothing, activities and companionship during the holiday season.

Lifeshare is a **Registered Charity No. 1042500** and **Company No. 2946401** in England.

Job Description

Position: Office Manager with Finance

Reports to: Lifeshare Trustees

Responsible for: Overseeing office operations, financial management, and administrative support

Salary: £27,500 pro rata (£16,500 actual)

Contract: Part-time, three 8 hour days per week (including some evenings). Working days to be negotiated and finalised with Trustees.

Location: Primarily based at the Lifeshare office, with the possibility of some home working

Contract Term: Initially funded for two years, subject to review after six months.

Key Responsibilities

1. Office Management

- Ensure the efficient and effective operation of the Lifeshare office through streamlined administrative and financial support.
- Oversee external communications, including inbox management, maintaining mailing lists and contacts, updating corporate partnerships and aiding updating of volunteers.
- Maintain internal systems, policies, and databases, including the employee handbook.
- Manage office supplies and supplier contracts.

- Organize and take minutes for meetings, including board meetings and the AGM,

2. Finance & Administration

- Oversee financial systems, including payroll, pensions, bill payments, and staff reimbursements.
- Ensure timely payments and maintain accurate financial records.
- Collaborate with the Treasurer to identify and secure funding and resources.
- Act as a budget holder and bank signatory, providing financial reports, receipts and supporting documents to the Treasurer.
- Handle finance-related administrative tasks, including insurance and licensing.

3. Support for Lifeshare's Core Services

- Work with Volunteer Coordinators to recruit, train, and support volunteers.
- Along with the Volunteer Coordinator, maintain relationships with referral agencies and respond to queries.
- Assist in monitoring stock levels and issuing supply appeals when needed.
- Support compliance with health and safety regulations.

4. Reporting to Trustees

- Provide monthly financial overviews.
- Present reports at trustee meetings and the AGM.
- Identify and propose improvements to administrative and financial processes.
- Inform trustees of significant events, such as media inquiries or external evaluations including risk to reputation.

5. Communications

- Serve as the primary point of contact for Lifeshare via phone and email.
- Liaise with the social media team to ensure accurate and timely updates.
- Contribute to newsletters and reports for partners and volunteers.

6. Data & Quality Assurance

- Monitor key performance data and provide reports to trustees.
- Gather feedback from stakeholders to ensure continuous improvement.
- Adhere to all Lifeshare policies, including safeguarding and health and safety.

Person Specification

Essential Qualifications & Experience

- A degree or equivalent professional experience in a relevant field.
- Minimum of one year's experience working in a professional environment in a comparable role.
- Experience managing operational systems and data processing.

- Proven ability to work with multiple stakeholders, including funders, partners, and volunteers.
- Previous experience in a volunteer-led organization.
- Understanding of homelessness and the role of charitable support services.

Skills & Competencies

- Strong organizational and time-management skills, with the ability to work independently, prioritize tasks and meet deadlines.
- Excellent written and verbal communication skills, with the ability to build relationships and collaborate effectively.
- High level of discretion and understanding of GDPR compliance.
- Proficiency in IT systems, including Microsoft Office, Google Workspace, and data management tools.
- Strong numerical and analytical skills, with experience using spreadsheets and accounting software.
- Full, clean UK driving license (desirable)

Personal Attributes

- Passionate about tackling homelessness and social inequality.
- Empathetic and able to engage with individuals from diverse backgrounds.
- Committed to professional development and ongoing learning.

What We Offer

- **Flexible working** (subject to operational needs)
- **25 days annual leave** (pro-rata) plus bank holidays
- **Pension scheme** (3% employer contribution)
- **Training and development opportunities**
- **A meaningful role** in a respected charity making a real difference

This role is subject to a DBS check.

How to Apply

To apply for the Office Manager with Finance role, please send your application to trustees@lifeshare.org.uk by **15th March 2025**.

Your application should include:

1. A CV
2. A cover letter (maximum two A4 pages) addressing the person specification

Interviews will take place on 31st March 2025. Only shortlisted candidates will be contacted. Thank you for your interest in this post.