



Registered Charity Number: 1149988

***Fighting poverty in Lawra, Upper West Ghana***

[www.ateghana.org](http://www.ateghana.org)

## **Job Description: Office Manager**

**Hours: 14 hours per week (with potential to grow the role)**

**Start Date: October 2016**

**Salary: £18,000 per annum (full time equivalent)**

### **ORGANISATION:**

ATE (Action Through Enterprise) is a UK registered charity and registered NGO in Ghana aiming to reduce poverty in Upper West Ghana by delivering some key initiatives in education, enterprise and social change. Established in 2012, this dynamic, fast growing and well-respected charity requires a competent, detail focused individual to play a key supportive role within the team to help drive the organisation forward. The agreed vision and strategic direction is summarised in the following statement: "ATE is a charity that is deeply concerned by the inequality of wealth in Ghana. We are committed to achieving a measurable reduction in poverty in Upper West Ghana by 2020 through social and economic development."

### **ROLE:**

The Office Manager is an exciting, brand new position based in the UK, which will provide vital support to ATE's rapidly expanding fundraising and operational activities. Reporting directly to the Chief Executive, the Office Manager will have responsibility for all general and financial administration to facilitate the smooth running of the organisation, as well as providing support to staff members and volunteers.

This role is 14 hours per week, which will be delivered across 3 or 4 days. The successful candidate will be expected to work partly from home and partly from the ATE offices (in Ramsbury and Shrivenham), to be decided in consultation with the Chief Executive.

### **GENERAL RESPONSIBILITIES**

#### Financial Administration

- Responsibility for incoming and outgoing monies including; paying invoices, coordinating expenses, banking donations and record keeping
- Coordinating the transfer of money between UK and Ghana
- Coordinating PAYE
- Overseeing bookkeeping
- Submitting gift-aid documentation to HMRC
- Providing a weekly financial overview to the Chief Executive
- Occasional analysis of finances in preparation for budget discussions

#### General Administration

- Ordering office/fundraising supplies
- Managing incoming and outgoing post
- Responding to admin related emails
- Arranging meetings, booking training and travel etc.
- Filing – creating and managing hard copy/online filing systems
- Management of the database
- Liaising with visitors and volunteers travelling to Ghana ensuring all correct documentation is signed and relevant information is shared

### Communications

- Writing thank you letters or emails in response to donations or practical support
- Updating the ATE Website and uploading news stories
- Coordinating the ATE newsletter – editing content, printing, sending out
- Management of 'ATEGhana' email address hosting system including setting up new email addresses where needed
- Creating fundraising materials e.g. posters
- Supporting fundraisers by setting up fundraising pages and blogs
- Proof reading reports and grant applications

### Other

- Providing an administration service to the Chief Executive and Operations/Fundraising Officer across the range of their work
- Providing fundraising support to the organisation as requested by the Chief Executive
- Management of charity pots including distribution, regular emptying, record keeping and thanking pot holders
- Raising the positive profile of ATE in any way possible

## **PERSON PROFILE**

### Essential

- Outstanding organisational skills with initiative and drive
- A multi-tasker who is able to prioritise under pressure
- An excellent knowledge of Microsoft Office (Outlook, Excel, Access, Word and PowerPoint)
- Outstanding written and verbal communication skills
- Financially literate
- A methodical and meticulous approach with excellent attention to detail
- Flexibility and adaptability to changing workloads
- Enthusiastic and results driven
- Experience of successfully working to and meeting deadlines
- A proven ability to work with people from a diversity of cultures and backgrounds
- A sunny disposition and positive vibe

### Desirable but not essential

- An interest in poverty reduction and overseas development work
- Bookkeeping experience