

ROLE DESCRIPTION: OFFICE MANAGER

About The Sherwood Forest Trust

The Sherwood Forest Trust is a charity dedicated to protecting, restoring, and celebrating the landscape, wildlife, and heritage of the legendary Sherwood Forest. Through collaborative action and partnership, we aim to build a wilder, and more connected environment - empowering local communities to steward this iconic landscape for future generations.

About the role

The Office Manager ensures the smooth running of the charity's office operations, including administration, finance, and support for the CEO, trustees, and wider team.

Key Responsibilities

Bookkeeping & Finance

- Maintain accurate financial records, raise sales invoices and process purchase invoices.
- Reconcile the charities bank account and authorise payments.
- Allocate costs to project budgets and support budget monitoring for reporting to funders.
- Prepare payroll information for processing in collaboration with external payroll provider.
- Liaise with the CEO to support quarterly and annual financial and impact reporting for the Board of Trustees and the Charity Commission.

Administration & Support

- Provide administrative support to the charity's team, including document management using Sharepoint.
- HR administration including the NEST pension scheme, handling new starters and leavers.
- Manage the main info@ email inbox, ensuring prompt and professional communication.
- Assist with procurement of supplies and services, managing purchasing processes for best value.

Office Management

- Maintain a welcoming and safe environment.
- Take responsibility for office contracts and handle liaison with landlord on day to day matters.
- Act as the main point of contact for H&S matters within the office.

Reporting

- Assist the CEO with the preparation of reports and supporting documentation for Trustee meetings and annual submissions to the Charity Commission.

PERSON SPECIFICATION

Knowledge and experience

- Proven experience in office management, administration, or a similar role (E)
- Strong financial acumen and bookkeeping experience (E)
- Excellent organisational and time-management skills (E)
- Strong written and verbal communication skills (E)
- Proficiency with office IT systems (Office 365) (E)
- Proficiency in accounting/bookkeeping software or ability to quickly become proficient (E)
- Ability to manage sensitive information confidentially (E)
- Previous experience of Quickbooks (D)
- Experience in a charity/not-for-profit setting (either paid or voluntary) (D)

Skills and competencies

- Proactive and reliable
- Collaborative, with strong team support ethic
- Attention to detail and a high level of accuracy
- Flexible and adaptable to changing priorities

Contract Details

Role	Office Manager
Salary	£11,268 (£27,800 full time equivalent)
Reporting Line	Chief Executive Officer
Line Management	N/A
Benefits	Generous annual leave. Flexible working hours, time off in lieu, employer contributory pension, training and development. Office and meeting space in Edwinstowe.
Place of work	The Sherwood Forest Trust, Units 5/6 Church Farm, Mansfield Road, Edwinstowe, Nottinghamshire, NG21 9NJ.
Hours of work	15 hours per week
Contract	Permanent