



Flo's the Place in the Park Business Administrator

About Flo's

Flo's – The Place in the Park is a new community enterprise hub which has been open since September 2018 in East Oxford. See www.flosxford.org.uk. We are developing a community owned and managed welcoming and inclusive place for families and people of all generations to meet, eat, work, play and learn. This is a place where people can come relax and enjoy the beautiful natural surroundings of the park. It is developing creative new enterprises, offering opportunities for networking, room hire, ideas-exchange and learning. It connects children and adults of all ages with each other and with nature through healthy food, and through outdoor play and learning. It is a place where we look after our environment as well as each other. We now need a permanent administrator to join the team- could it be you? We hope you will join us in this creative and celebratory new venture.

This is where you come in.

Flo's is run by and for the community- it is a vibrant place with lots going on. We need someone who thrives in busy environments and will help us to create a truly welcoming hub. You should be highly organised, efficient and have a high level of attention to detail- as well as a love for community work. We are looking for an energetic person to join our lively community, but also someone who is happy to undertake some routine/repetitive tasks.

Why work with Flo's?

- Opportunity to develop existing skills and gain experience in the not for profit sector
- Be part of an exciting organisation and supportive team
- Opportunity to expand and develop the role according to your interests and skills
- Opportunity to think creatively, piloting your own systems and streamlining solutions
- 30% discount at cafe
- Training and development opportunities
- Be one of 6 designated social enterprise hubs in Oxfordshire
- Be part of the vibrant community who use and work at Flos - including start up social enterprises, community groups, families, young professionals and more.

We encourage anyone interested in this opportunity to apply or get in touch to find out more. If you are interested in finding out more, even if you are unsure you are the right candidate, we would love to hear from you to discuss it further. Please email info@flosxford.org.uk. We are especially keen to hear from you if you are part of the global majority, including anyone with an identity that is racialised as a minority in the UK. This includes those who identify as Black, Asian, or a Person of Colour. If there is any way we could make this application or opportunity more accessible for you, please tell us.

Job Title:	Business Administrator
Place of Work:	Flo's- The Place in the Park, Rymers Lane, OX4 3JZ
Salary:	£19,760 - £20, 748 pro-rata
Hours	25- 35 hours per week
No of weeks per Year:	Year round
Job Type:	Permanent
Responsible to:	The operations manager and finance manager

Leave: 28 days leave including bank holiday pro-rata according to days worked.

Job Purpose: The Administrator will support the work of the Management team to develop, establish and maintain administrative and financial systems and keep these systems up to date. They will be contributing to the essential task of keeping our centre open and supporting the community.

How to apply: To apply, please send your CV and a cover letter to Makena Lohr on info@floxoxford.org.uk by midday on the 17th February 2022.

KEY TASKS

Finance/booking (approx 7 - 15 hours per week)

- Process and record all supplier invoices
- Issue invoices for nursery fees, room hire, and other income as required
- Enter and reconcile income received
- Enter and reconcile expenditure
- Maintain hard copy and electronic financial documents for all income and spend
- Produce weekly payments lists for payment by the Finance or Operations manager
- Respond to enquiries from suppliers or customers
- Assist with cash banking

All bookkeeping is done using Xero.

General Administration (15 - 20 hours per week)

- Manage the room booking system and liaison with caretakers and cafe re out of hours bookings
- Support the operations manager with setting up and maintaining files and records for the management of the building, health and safety

People, Place and Participation Ltd. Community Benefit Society Number: 7713
Twitter: [@floxoxford](https://twitter.com/floxoxford) Email: info@floxoxford.org.uk Facebook: facebook.com/floxoxford
Registered address: [Rymers Lane, OX4 3JZ](https://www.floxoxford.org.uk) Website: www.floxoxford.org.uk

- Deal with post and keep the reception area and noticeboards tidy and up to date
- Keep routine records up to-date for use and management of the building
 - Routine Maintenance checks
 - contractors visits
 - Fire and Health and safety and accident book
 - Check First Aid boxes
 - site repairs and maintenance
 - Team calendars

PERSON SPECIFICATION

Essential:

- Excellent written and spoken english.
- Numerate and competent with spreadsheets
- Excellent IT skills - use of excel, word
- Excellent attention to detail and ability to work to high levels of accuracy
- Organised and able to work systematically
- Happy to undertake some routine and repetitive tasks.
- Confidence in communicating well with all kind of people
- Able to manage priorities and deadlines in a sometime fast paced environment
- Sharing Flo's Values.

Desirable

- experience in bookkeeping
- experience with accounting software (we use Xero)
- Experience with google drive and data bases
- IT expertise

There will be potential opportunities to develop this role further.