



COMMUNITY OF THE RESURRECTION

Business Manager

Role profile

The Community of the Resurrection is a long-established monastic brotherhood in the Church of England, functioning as a Charity of medium size based in Mirfield in West Yorkshire. It works with partner organisations to promote Christian life through education and pastoral care. The Community has in recent years strengthened the sustainability of this work by developing income-generating activities.

This is a new post. The Business Manager will be the chief executive officer of the Charity's activities, combining financial administration with operational management to realise the goals set by the Community. He or she will have the prime role in co-ordinating the smooth delivery of the activities of the Charity, helping sustain its work. The Business Manager will have care for a small but diverse and committed staff team.

Key qualities for the role include: good, supportive communication at all levels; the ability to motivate others; and a focus on achieving and sustaining results. The person the Community is looking to appoint will have a readiness to assist as needed, working closely with the brethren of the Community whose home this is.

Responsible to: The Prior

Responsible for:

- Overall operational oversight of activities on the West Yorkshire site
- Property management
- Financial administration
- Development of commercial activities supporting the Charity
- Management of staff and volunteers
- Compliance

Location: Community of the Resurrection, Mirfield

Salary: Negotiable according to experience

Role Summary

Finance

- Renew and maintain the Charity's Business Plan
- Oversee staff payroll system
- Manage staff pensions
- Maintain smooth financial running of the Charity, operating agreed financial controls
- Deliver correct management, quarterly and year-end accounts
- Produce an annual budget and control its operating
- Prepare bi-annual Gift Aid claims
- Manage the investment process to allow the Community to fulfil its aims whilst receiving the best possible return
- Liaise with the Community Bursar to take care for brethren's personal financial affairs.
- Collaborate closely with the College of the Resurrection Bursar to deliver joint accounts for a financially integrated site.

Operations

- Ensure smooth daily functioning of operations on site
- Develop and oversee commercial activity
- Plan for the physical development of the site
- Line Manage senior staff
- Oversee staff recruitment, contracts, holiday schedules and training as needed
- Oversee recruitment, training and deployment of volunteers
- Ensure good practice in HR matters
- Take responsibility for Service Level Agreements
- Keep the Charity's properties in good order and see to letting arrangements when appropriate
- Arrange Insurance and Utility Contracts
- Arrange contracts eg with IT, Telephony and Photocopier providers
- Take the lead in liaising with the IT service provider
- Check compliance with site policies, including Health and Safety.
- Regularly attend meetings of trustees, staff and site partners, preparing agendas and take minutes as needed
- Develop and manage projects as needed

Dimensions of the Role:

The Business Manager reports to the Community Prior and works primarily with:

1. Community Bursar and Assistant Bursar
2. College Bursar
3. Community GuestBrother

and has direct line management responsibility for the following personnel:

1. Fundraising and Communications Manager
2. Head of Estates Management
3. Finance Administrator
4. Catering Manager
5. Hospitality Administrators
6. Librarian
7. Care Staff
8. Housekeeper

Other Key Relationships:

- Brethren, including the Superior and CR Trustees
- Colleges' Principals and Vice-Principals and Secretaries
- CR's external Accountant, Investment Manager and HR advisers

Hours of work = 37 hours per week

Days of work = Usually Mon-Fri, in office hours at CR,
with occasional week-end work, details to be agreed

Knowledge, Skills, Experience and Qualities

Knowledge (Financial):

Essential

1. Book keeping
2. Sage accounting
3. Payroll systems
4. Gift Aid
5. PAYE and National Insurance
6. VAT

Desirable

1. Charity accounting and legislation
2. Royalty agreements
3. State pensions and benefits
4. Investments

Knowledge (Operations):

Essential

- Current standards and legal requirements, including those for employment of staff, current equal opportunity, anti-discriminatory and anti-oppressive practices
- Competent practical understanding of maintenance issues for buildings and grounds

Desirable

1. Hospitality industry
2. Property letting
3. Church of England
4. Monastic life
5. Christian retreat work
6. Sustainability issues
7. Fire, health and safety requirements
8. Safeguarding practices

Skills:

Essential

1. Good communicator in all forms of communication, with a broad spectrum of people, internal and external
2. Strong leadership skills, including analysing, prioritising, taking decisions, motivating others, building agreement to achieve change
3. Ability to multi-task, prioritise a busy and varied workload
4. Efficient administration
5. Attention to detail
6. Research and present reports
7. Record keeping
8. IT competence

Experience:

Essential

1. Staff and volunteer management
2. Safe staff and volunteer recruiting
3. Using own initiative
4. Operating budgets, cost control and margins
5. Business planning
6. Development of sustainable governance procedures
7. Professional interaction with the public
8. Working in a pressurised environment, maintaining quiet and calm

Desirable

1. Property development

Personal Qualities:

Essential

1. Broad sympathy for the life and mission of the Community and other site users
2. High standards
3. Leads by example, 'hands on'
4. Self-motivated and self-organising
5. Forms supportive relationships with colleagues
6. Willing to organise, attend and contribute to meetings
7. Good team player with flexibility and awareness of "bigger picture"
8. Values life-long learning and willing to attend training courses

Desirable

1. Able to work some weekends, evenings, and Bank Holidays as required by the needs of the Charity

Compiled by:	Oswin Gartside, Superior
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