

United Synagogue Job Description

**Job TITLE:** Facilities and Finance Executive

**LOCATION:** Borehamwood and Elstree United Synagogue

**WORKING HOURS:** 35 hours per week: Monday to Thursday, 9.00 am – 5.00 pm, Friday 9.00 am to 12.30 pm and every 3rd Sunday. Flexibility will be required to facilitate community events and meetings.

**SALARY:**  £25,000 per annum

**REPORTS TO:** Communications, Marketing and Events Manager

**BENEFITS:** 28 days holiday, inclusive of Bank Holidays

Major Jewish festivals, when they fall on a normal working day and the office would be closed

Childcare Vouchers

 Auto-Enrolled Pension

**PURPOSE OF THE ROLE:**

**In partnership and co-ordination with the lay leadership and rabbinic leadership:**

The post holder deal with all members in a professional and courteous manner. They should seek to accommodate all their requests, whenever practical, to ensure that customer satisfaction is maximised.

a) To support the Marketing Communications and Events Manager in relation to managing all aspects of the BES facilities both at the Croxdale and Yavneh sites. This will involve both strategic planning and day-to-day operations, particularly in relation to buildings and premises, and not limited to: room bookings, equipment hire, scheduling of support staff duties (caretakers and external security personal), logistics support and maintenance, update and adoption of all relevant safety protocols.

b) To support and guide the Synagogue Financial Representative (FR) in the management of synagogue finances.

1. (Review of monthly management accounts for the FR and draft notes of issues and proposed actions to correct anomalies.

II. Ensure that financial information generated from the Synagogue is properly reflected in accounts generated from the Centre.

1. Promote and maintain high standards of financial recording, monitoring and control.

##### DUTIES & RESPONSIBILITIES

The Synagogue Facilities and Finance Executive is an employee of the US. In carrying out the duties, the post holder should be fully acquainted with the Byelaws of the United Synagogue and how it relates to the operations of the Synagogue. The Synagogue Executive is pivotal to the efficient operation of the department and when required by each Synagogue and therefore your passion for the United Synagogue should be demonstrable at all times. You will act as the first point of contact for the communities on a range of issues, including but not limited to:

1. **SYNAGOGUE COMPLEX AND FACILITIES**
* In conjunction with the Marketing, Communications and Events Manager, responsible for all the property and the effects that belong to, or in the care of the Synagogue.
* Work to support the Marketing, Communications and Events Manager to ensure that the BES facilities are available, appropriately allocated and equipped, safe and secure at all times and that contingency plans are put in place to deal with unforeseen circumstances.
* Direct, coordinate and plan essential services such as, security, maintenance, cleaning, catering, waste disposal and recycling.
* Report to the Honorary Officers of the Synagogue and to the United Synagogue Property Department any damage to the fabric of the Synagogue and its ancillary buildings, or damage to, or loss of, any of its movable property due to fire, burglary or any other cause, and shall also similarly report any cases of personal injury that may occur within the precincts of the Synagogue or its ancillary buildings.
* Ensure the buildings meet health and safety requirements and that facilities comply with legislation
* Ensure that the Building is kept clean and maintained at all times.
* Keep staff safe
* Check that agreed work by staff or contractors has been completed satisfactorily and follow up on any deficiencies.
* Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.
* Carry out weekly walk rounds with the Head Caretaker, to ensure the buildings fabric is in good order, noting any defects and raising with the Marketing, Communications and Events Manager. Coordinate follow up action.
1. **SECURITY**
* Ensure the Synagogue is opened at the appropriate times that the keys to the Synagogue are kept safe and are only given to authorised key holders with the permission of the Honorary Officers.
* Arrange a security guard/CST for Hall Hire Events when required. Ensure times are correct and checked. Liaise with Police and Security Company on matters of security and report to CST.
* General concern for security of building.
1. **FINANCE**
* Instil a strong ethos/culture for financial control into both staff and volunteers.
* Be responsible for Accounts payable and Receivable.
* Maintain a list of preferred suppliers.
* Oversee and control the collection of debt and the management of synagogue debtors to maximise income.
* Review outstanding and delinquent member’s fees etc. with the FR and take appropriate actions to ensure resolution of such issues.
* Ensure that the financial information of the synagogue is reviewed at least monthly with the FR and that appropriate corrective action is taken.
1. **MEMBERSHIP**
* Create a positive experience for all potential members, clearly articulating to them the options and payment structure available.
* Assist individuals to complete membership application forms as and when required and to be the point of contact for all member on boarding activities.
* Maintain membership statistics and records and ensuring members’ computerised records are kept up to date (e.g. changes of addresses, email addresses, family members etc.).

**PERSON SPECIFICATION**

**The person to be appointed to this post should able to demonstrate the following:**

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| Knowledge and Experience  |
| *Essential*  | *Desirable* |
| **Facilities** |
| * Appropriate experience of providing a facilities or maintenance service in a similar environment
* Experience of working with contractors and suppliers and monitoring of service standards
* Understand of compliance requirements
* Proven experience of delivering excellent customer care and service
* Experience of complaints handling and follow up procedures
 | * Educated to degree level, but the working in the may prove advantageous:
* building management
* business studies
* construction
* facilities management
* property
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| **Finance** |
| * Part-qualified accountant/bookkeeper, with experience working within a generalist accounts role
* A strong grasp of, and knowledge of accounting issues and procedures and be conversant with financial controls
* Substantial experience in a similar environment
* Excellent mathematical skills
* Attention to detail
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| Skills and Competences |  |
| * A proven delivery of an excellent consistently high quality customer focused service.
* Sound communication skills, both written and oral
* Good interpersonal and relationship-building skills
* Strong computing skills and substantial experience of using Microsoft Word, Excel, Outlook, and intranet based systems and databases
* To work unsupervised, manage own workload and deliver results under pressure to tight deadlines and objectives
* The ability to carry out duties to a high level of accuracy, ensuring attention to detail
* Organisational skills that demonstrates planning, problem-solving, critical thinking skills
* Research skills, with the ability to draw information from various sources, including people
* Multi-task, manage and prioritise a wide range of administrative tasks and duties, both complex and routine
* Work in a professional manner at all times and develop effective working relationships with colleagues and external customers
* Work as an effective and pro-active member of the Synagogue team
* Demonstrable leadership skills/experience
* Demonstrable skills in time management and planning
* A practical, flexible and innovative approach to work
* Committed to the values, aims and objectives of the United Synagogue
 | * Considerable knowledge of Jewish customs and practices
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**GENERIC DUTIES**

* Committed to the aims of the United Synagogue and act as an ambassador for the organisation
* Comply with The United Synagogue’s policy and procedures and code of expectations
* Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
* Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
* Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
* Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
* Maintaining high levels of discretion and confidentiality at all times
* This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
* This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue’s operational procedures
* **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
* **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**