



United Synagogue Job Description

JOB TITLE:	Facilities and Finance Administrator
LOCATION:	St John's Wood Synagogue
HOURS:	35 hours per week (Flexibility will be required. You will be required to work one Sunday per month and also occasional evenings)
SALARY:	£35,000 per annum
REPORTS TO:	Administrator and Financial Representative
BENEFITS:	20 days holiday plus Statutory Bank Holidays (pro-rata) Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension Employee-Assistance Programme

JOB PURPOSE

This role of the Facilities and Finance Administrator is key for the continued strengthening of the SJW community.

The individual will be responsible for delivering a broad range of administrative activities, with particular focus on:

- Assisting the Administrator and others in managing the synagogue campus and the synagogue's properties
- Executing various financial processes
- General support to the Administrator and other colleagues

The Facilities and Finance Administrator will support the Administrator, Honorary Officers, Rabbinic/youth team, the United Synagogue Head Office and relevant external authorities to ensure that the buildings and sites are kept clean and well-maintained and in compliance with relevant health & safety requirements. Additionally he/she will ensure that the buildings are prepared and suitable for all planned activities.

DUTIES & RESPONSIBILITIES

Specifically, the Facilities and Finance Administrator will be responsible for a broad range of activities, including:

Facilities:

- Assisting the Administrator and others in managing the synagogue campus and the synagogue's properties. This will include identifying and managing proactive and reactive maintenance projects to ensure that the buildings/outside areas are well-maintained, safe, functional etc working alongside contractors and caretaking/cleaning team
- This may also include the selection of suitable contractors and then the project management, supervision and coordination of the selected contractors to ensure that works are completed to the agreed standard, cost and timeframes.
- Ensuring that the necessary pre-approvals are obtained before any works commence
- Keeping staff and building users safe through ensuring the compliance to relevant Health & Safety regulations including food hygiene, fire precautions etc. This also includes collaborating with the security team and United Synagogue Head Office.
- Assisting the Administrator in the management of the caretaking/cleaning team
- Working with United Synagogue Head Office and others to establish a multi-year maintenance programme and monitor works to deliver this programme in a proactive way
- Assisting the Administrator to ensure that all maintenance contracts are in place for all equipment within the premises. Drive the process for regular performance assessments and tendering of such contracts.
- Responding appropriately to emergencies or urgent issues as they arise
- Working alongside the Business Development Manager and the Assistant Administrator/Event Manager to ensure that facilities are suitably prepared for all events (shul and external hires).

Finance:

- Processing invoices received, expenses incurred using United Synagogue systems. This may also include preparing reports for the Financial Representative to analyse expenses and developing stronger procurement processes to drive cost savings, efficiencies and improved quality
- Generating invoices for various activities (eg advertising revenue) and debt chasing. This will also include deputising for the Administrator and providing assistance on generating membership subscriptions and dealing with queries

The Facilities and Finance Administrator will also assist colleagues in the synagogue office on other initiatives and general administrative and membership support, particularly on some Sundays.

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

PERSON SPECIFICATION

This is a broad role and so it is anticipated that the individual recruited will take a proactive approach to their own continuous professional development, particularly in any areas that he/she has limited prior experience.

Professional Experience

- Previous experience in an administrative role is essential
- Previous experience in facilities management is essential
- Previous experience in bookkeeping or other accounting activities is desirable
- Has operated effectively in a customer facing environment
- Has operated in an environment where stakeholder management is key
- Experience complying with regulation (e.g. health & safety, other regulatory bodies - United Synagogue etc)

Competencies

- Strong numeracy skills
- Technically strong with the appetite and ability to learn new systems when needed
- Strong results oriented with demonstrated ability to deliver with attention to detail
- Familiarity with process and controls
- Ability to prioritise and deliver within agreed timescales
- Collaboration and influencing:
 - builds strong relationships with colleagues, stakeholder and customers
 - able to build consensus and make joint decisions
 - experienced in managing timely contributions from colleagues

Personal Traits

- Strong ethos; supportive of the team while being comfortable to constructively challenge the status quo
- Inclusive style and good listening skills
- Self starter, able/willing to work unsupervised, able to manage and prioritise his/her work as well as others
- Strong communicator; excellent written and verbal communication skills to successfully communicate with a diverse stakeholder group

Knowledge:

- Some knowledge of Jewish customs and practices
- Knowledge of computing systems (Word, Excel, Powerpoint, Outlook etc)

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.