# JOB PROFILE- Resources Manager Logo, company name Description automatically generated

## **JOB TITLE**: Resources Manager

**REPORTS TO**: CEO

**SALARY GRADE**: 20 (£25,217 per annum)

**HOURS:** Full time (35 hours per week)

**LOCATION:**  Home based (due to Scottish Government restrictions)

**About Iriss**

Iriss works with people, workers and organisations in social work and social care to help them use knowledge and innovative practice to make positive change happen. We are a small team of 13 staff working across research, evaluation, innovation, service design, digital, web and knowledge sharing and development. Iriss is a charity that works across Scotland and our principal funder is the Scottish Government.

You can read more about what we do [on our website.](https://www.iriss.org.uk)

**About the role**

The Iriss Resources Manager makes sure that Iriss runs smoothly and efficiently and is a good place to work. You assist the CEO and the team to manage our finances; organise our HR; and make sure that we meet all the requirements of being a company and a charity.

**Who we are looking for**

We are looking for a flexible, organised person who likes working with teams and has the **following qualities**:

* **Diplomatic and customer focussed:** we want everyone who comes into contact with Iriss to have a good experience. You are the kind of person who takes pride in solving problems and doing a good job.
* **Committed to minimum process:** we’re a small organisation and we don’t have time for excess process and paperwork. You should be comfortable and confident in getting rid of processes that aren’t needed.
* **Happy to work in a team:** we are a small, busy team that works hard to make best use of everyone’s skills.
* **Able to learn and develop:** you should be a confident problem solver and able to learn new skills, software and approaches independently with minimum supervision.

You will have **skills and experience** in:

* Working confidently with numbers and financial information.
* Using accountancy software (Sage, FreeAgent, Xero, Quickbooks etc.)
* Working effectively and diplomatically with customers and colleagues.
* Providing financial or administrative support to a team.
* Using the Standard MS Office suite (or equivalent) in a work or study environment.
* Virtual hosting of meetings, groups or events online (Zoom, Teams etc)

You will have **knowledge** of:

* How not for profit (charity) organisations are run in terms of finance, admin and compliance.
* Financial reporting.
* Administration processes.

**Main tasks**

**Finance**

* Produce monthly, quarterly and annual finance reports for colleagues and Board.
* Make accurate and timely payments to our suppliers.
* Ensure grant claims and invoices are submitted accurately and timeously to our funders and clients on at least a quarterly basis.
* Administer our Pension (currently with USS).
* Work with our payroll provider to ensure payroll information is accurate and payroll is run on time.
* Manage our expenses payment process.
* Manage and reconcile our credit cards.
* Use Xero (our current accountancy software) for reconciliation, running management accounts and regular financial reports.
* Ensure that our year-end finances are in order and preparing for our annual audit.
* Develop and maintain our Finance handbook.
* Identify and share ideas for improving our finance processes and approach.

**HR**

* Maintain our online HR system (BreatheHR.)
* Run HR reports and assist with the HR year-end.
* Liaise with our external HR company including maintaining our staff handbook of policies and procedures.

**Governance**

* Make sure that Iriss complies with all requirements related to our OSCR, Companies House, ICO and other registrations.
* Provide administrative support to the Board (arranging Board meetings, collating papers and taking minutes.)
* Ensure our insurance and other licenses are up to date.

**General**

* Provide general admin assistance to the team, including assistance with arranging meetings, conferences events and workshops.
* Provide virtual hosting assistance to colleagues running online events (Zoom, Teams etc.)
* Support colleagues to collect financial information for our funder reports.
* Assist team members to cost their projects accurately.
* Participate in review of external HR and financial partners as required.
* Take part in team meetings and development sessions.