



JOB DESCRIPTION

JOB TITLE:	Operations and Finance Manager
HOURS:	30 hours per week (over 4 days)
CONTRACT:	18 months fixed-term (with scope for extension)
SALARY:	£28,000 - £35000 (pro rata) depending on experience
REPORTS TO:	Chief Executive
LINE MANAGEMENT:	Paint Warehouse Assistant x 2
PLACE OF WORK:	Primarily at the warehouse: The Sidings, Leyton, E11 1HD.

APPLICATION PROCESS

Applicants should send a CV and cover letter to ian@frpuk.org by no later than Friday 13 September. Successful candidates will be contacted to agree an Interview shortly after this deadline.

ABOUT FRP

FRP is a social enterprise and charity with environmental and social aims. We engage with organisations and communities in London through a range of practical initiatives to reduce, re-use and recycle waste, and help people live sustainably. Based in Walthamstow in East London, we have been in operation since 1989. All our work and activities are supported by volunteers.

We are seeking an Operations and Finance Manager to ensure the smooth running of our recycled paint operations and help grow our business.

Applications are open to everyone. Inclusivity and equality are part of our culture at FRP, we treat people as individuals and we involve people from right across the community in our work.

PURPOSE OF ROLE

- To manage FRP's paint operations at its warehouse, ensuring efficient collection; handling; and redistribution of recycled and repurposed paint
- To help optimise sales of recycled paint at both its warehouse and the retail premises in Walthamstow
- To be a key part of the FRP management team, helping to develop the social enterprise model, including developing partnerships that can serve to both increase FRP's revenue and also provide new volunteer opportunities at the paint operations
- To maintain and produce the monthly management accounts, including basic book-keeping entries into the accounts system (QuickBooks). This aspect of the role does not require a formal accountancy qualification, but an understanding of basic accounting and a familiarity with management financial reporting will be advantageous.

KEY ACTIVITY AREAS

Operational management

*The role does **not** require previous experience as a warehouse manager. The warehouse operation is relatively straightforward, with the current warehouse staff having significant experience of the operation. Training is also available for the successful candidate through our strategic partner, Community Repaint.*

- To oversee the warehouse operation and manage the warehouse staff, with specific operational responsibilities including:
 - Coordinate the collection of paint from local sources, including Household Waste Recycling Centres, traders and other retailers and businesses
 - Oversee the checking and sorting of paint which comes into the scheme, ensuring it is correctly processed, sorted and displayed
 - Ensure the warehouse is maintained in a manner which allows effective fulfilment of customer orders, basic inventory control, and effective utilization of space
 - To ensure any paint that is collected, that is not reusable, is disposed of in an efficient and economic manner
 - Comply with all relevant legislation, including health and safety and data protection regulations, and ensure the premises are a safe place to work for staff and volunteers.
- To keep accurate administrative records of paint both coming into the scheme and paint distributed to customers
- To ensure excellent customer service with members of the public and community group representatives who attend the site to collect paint
- To oversee any volunteer activities undertaken at the warehouse
- To work with other team members to ensure that the retail outlet has sufficient paint in stock to meet or support customer demand.

Finance & administration

The role does not require a formal accountancy qualification. However, prior experience with bookkeeping and/or management accounting will be advantageous. A successful candidate will be expected to show some degree of familiarity with accounts and be comfortable reviewing and discussing management financial accounts.

- Ensure good financial records are maintained using the accounting system (QuickBooks)
- To produce monthly management accounts through inputting of sales invoices (many of which are generated by the paint operation) and expenses in to the accounting system. Note, QuickBooks produces the accounts automatically based on the entries
- To review these management accounts for accuracy & completeness
- To discuss the financial results with the GM and potentially the Board of Trustees, noting any variances to Budget
- To use the knowledge of FRP's financial accounts to work with the GM in developing the Budget each year (financial year is April to March)
- Oversee record-keeping, filing, and effective office systems

- Share general office duties – phone calls, correspondence and handling visitors.

Business development

- Develop paint operation revenue opportunities. These may include increasing retail sales, increasing partnership opportunities with e.g. Housing Associations, corporate partners, volunteer referral partners
- To work with other team members to ensure maximum publicity is gained for promoting the paint recycling scheme in the local area – social media, website and printed materials
- Work with General Manager to develop plans and targets to drive income growth
- To work on plans with the General Manager to ensure that the paint warehouse operations are optimised, with regard to the ongoing cost of operations versus the revenue opportunities.

Person Specification below

PERSON SPECIFICATION

Experience

Demonstrable experience of managing small (or large) teams of individuals. Ideally, we would also like the candidate to have prior experience of having undertaken staff performance management

Demonstrable experience of managing an operation, involving planning resources and making decisions on task prioritisation in order for the operation to be efficient and/or work towards specific goals

Ideally, but not necessarily, prior experience in a social enterprise/community business or environmental organisation where services are delivered with the help of volunteers

Experience and familiarity of working with administrative processes and financial accounts. Ability to demonstrate some degree of relevant prior experience for the finance & administration duties described above will be necessary

Effective collaborative working with external partners and stakeholders and developing effective relationships.

Knowledge, Skills & Abilities

General business knowledge, particularly in the areas of operations and budget/financial management. Knowledge and experience of basic level Microsoft excel.

Effective oral and written communication, sufficient to ensure effective discharge of organisational management and project reporting. Communication skills should also lend themselves to working sensitively and politely with suppliers and members of the public

Capacity to work using own initiative and to be self-sufficient in terms of administration and identifying prioritising and planning activities.

Ability to supervise warehouse team members and also volunteers when on site

Ability and willingness to work with customers, including for collections/partnerships, but also individual customers for the retail side of the operation.

Personal Qualities

Prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours.

Commitment to social inclusion and environmental sustainability

Alignment with the values of FRP.