



Operations Officer - Role Description

HIVE Portsmouth

HIVE Portsmouth is a registered charity in England and Wales (1189067) and a company limited by guarantee registered in England and Wales (12064936)

HIVE Portsmouth works with individual people, communities, and other organisations to improve well being within the City of Portsmouth. Hive Portsmouth supports, connects, and equips the Voluntary, Community and Social Enterprise sector in Portsmouth to ensure a strong, diverse and vibrant group of organisations that meet the needs of individuals and the community in the city.

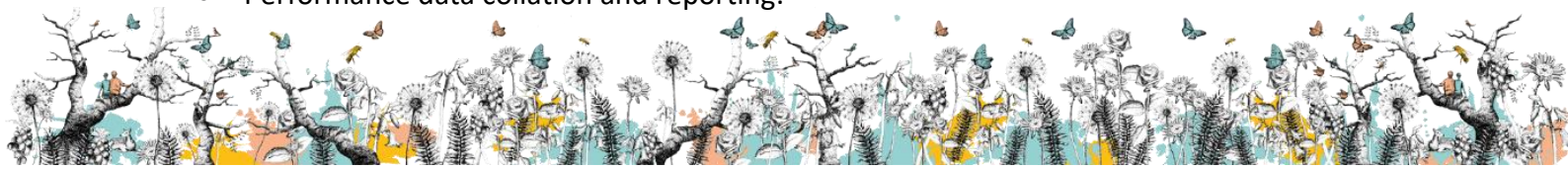
We are seeking an Operations Officer to support the smooth running of the organisation supporting both the Senior Managers and Trustees. The Operations Officer is a key position which reports to the Chief Officer. It will be essential to develop a close relationship with other members of the Senior Management Team and the Trustees of HIVE Portsmouth.

This is a full time position for 37 hours a week although we will consider part time hours for the right candidate.

Salary is £27,000 (pro-rata if part time)

Summary of Job Description

- Responsibility for the smooth running of all governance, operational and administration needs of the organisation.
- Proactive administration support to the SMT, anticipating needs and following up on delegated action.
- Supporting the Board of Trustees and all management committee meetings, ensuring effective arrangement of meetings, production of timely support papers and accurate minute taking.
- Assisting financial record keeping and reporting.
- Daily accounting tasks, financial reporting, general ledger entries, record payments and adjustments using the Xero accounting software.
- Daily banking activities and processing of payments.
- Day to day human resource arrangements, including maintenance of accurate records, annual leave coordination, sickness reporting, organising office cover, coordination of staff training and scheduling issues for SMT decision making.
- Routine IT issues.
- Routine premise issues and Health and Safety requirements.
- Project support, including project planning and reporting.
- Performance data collation and reporting.



- Ensuring sound governance arrangements are in place and continuously developed for all functions.
- Policy production and reviews.
- Drafting internal communication updates and schedule team meetings and team updates as required,

HIVE Portsmouth has external accounts, payroll and HR specialist advice when required to support the postholder.

Statutory Obligations

HIVE Portsmouth is both a Company Limited by Guarantee and a registered charity. The postholder will work with the Board of Trustees and the senior management team to ensure that all statutory obligations are met. Duties are not limited to, but will include: -

- Effective functioning of the board and senior management team.
- Organisational support.
- Ensuring compliance with regulatory framework.
- Maintaining all formal records of accountability and decision making within HIVE Portsmouth.
- Maintaining all external formal records to comply with statutory legislation and constitutional matters including Companies House and Charities Commission.
- Assisting with HIVE Portsmouth's financial data, recording and compliance by maintaining accurate books on accounts payable and receivable, payroll, financial entries, and reconciliations.
- Ensuring good information flows between the Board of Trustees, Senior Management Team, staff and other stakeholders.

Person Specification

- Willingness to learn and take on new responsibilities as the charity grows and develops.
- A commitment to our charitable objects.
- Ability to take the initiative and develop processes and systems to demonstrate our impact.
- Meticulous attention to detail.
- Understanding of the importance of good governance.
- Excellent organisational and record keeping skills.
- Strong IT skills, ideally including experience with Xero, SharePoint, and Microsoft Teams in addition to core Microsoft packages.
- The processing, relaying, and reporting of large amounts of information in a concise and understandable format.
- Excellent numerical, oral and written abilities.
- Good interpersonal skills.
- Experience with accounting tasks is desirable.

It is essential that the postholder can demonstrate discretion and maintain high standards of integrity and behaviour, respecting confidential information.

This post is subject to a satisfactory DBS check at a basic level.

