Job Description for Finance & Operations Manager

St John's Innovation Centre Ltd
JOB DESCRIPTION

This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Job Title	**Finance & Operations Manager**
Reports to	**Managing Director**
Staff Responsible for	**Facilities Manager, Conference/Catering Manager, Bookkeeper**
Hours of Work	**37.5 hours per week, over 5 days**
Salary	**£45,000**
Benefits	**25 days pro rata paid holiday; non-contributory defined contribution pension scheme after 6 months probation**

MAIN PURPOSE OF THE JOB:

To ensure the smooth and efficient running of the Centre and in particular to manage the accounts, bring in and manage a range of new IT systems, ensure good practice in HR, oversee building maintenance, and ensure safe and cost-effective catering and house management. To do this in a way that is in accord with the entrepreneurial ethos of a business support organisation owned by a Cambridge College.

BACKGROUND

St John's Innovation Centre (SJIC or the Centre) is a property-based incubator mainly for knowledge-intensive enterprises in their early stages, offering flexible accommodation and assistance with growing and running a business, especially the commercial exploitation of technology. The Innovation Centre was opened in 1987 as part of St John's Innovation Park, which now hosts a number of other buildings occupied by knowledge companies and professional services firms. The land and buildings are wholly-owned by St John's College, Cambridge (the College).

The College has appointed St John's Innovation Centre Ltd (SJICL or the Company) to run the Centre on its behalf, in return for an annual management fee. In addition, the Company earns income from third parties by providing services (such as conference facilities) and consulting projects. The Company is a wholly-owned, for-profit subsidiary of the College. The Company itself occupies offices at the Centre. The Company itself occupies offices at the Centre and employs c.20 people on a full or part-time basis.

We are in the process of putting in place new IT systems (including CRM and VOIP) and the successful candidate would be expected to oversee this process, as well as enhancing (above all, integrating) our existing financial controls and processes to enable us to operate more efficiently. All staff are expected to support the cooperative and welcoming ethos of the Centre, and to be sympathetic to our central purpose of supporting entrepreneurship. We have over the years benefited from advice and expertise from the bursarial staff of St John's College, but we operate on an arm's-length basis.

KEY TASKS AND RESPONSIBILITIES:

Finance

Working with the Finance Team:

1. Compile and agree annual budgets, rolling quarterly cash flow forecasts and 3-year plans for a £4M debit turnover commercial business.

2. Take primary responsibility for all IT-related issues.
3. Implement and manage new systems for customer relationship management and voice over IP protocol telephony.
4. Produce Sage files for auditors, and ensure completion of accounts and filing for Companies House purposes.
5. Monitor and report performance against plans, and challenge and correct variances to agreed budgets.
6. Produce monthly management accounts.
7. Devise and implement integration of fragmented financial reporting systems.
8. Approve purchases according to established procedures.
9. Supervise bookkeeper and data input clerk.
10. Address tenant financial issues, including ensuring accurate billing for rent and services
11. Ensure debts are reclaimed
12. Oversee payroll service
13. Recommend and when authorised implement cost-efficiencies.
14. Maximise income from surplus cash in bank deposits.

Human Resources

Working with the Facilities Manager:

1. Ensure HR best practice procedures and processes are in place and followed
2. Control staff holiday, days in lieu and overtime.
3. Maintain up-to-date Staff Handbook.
4. Manage recruitment of new staff.
5. Identify issues of concern and address with advice from external specialists.

Property

Working with the Facilities Manager and the Maintenance Manager:

1. Ensure routine maintenance is carried out according to best practice and in budget
2. Supervise Maintenance Assistant(s).
3. Manage the routine ongoing maintenance programme and oversee outsourced projects, securing best value contracts and supervising works.
4. Support the care of the parking areas, gardens and tidiness of the site.
5. Draw on expertise and advice of the College Agent.
6. Serve as Health and Safety Officer for the Centre, ensure all schedules are kept up to date.
7. Ensure the Centre's Environmental Policy is followed and developed.

Conference and Catering

Working with the Catering Manager:

1. Oversee the quality and efficiency of all aspects of performance and adherence to budgets by Catering Manager and Staff.
2. Manage agreed improvements in catering and conference management.
3. Ensure highest standards are maintained for tenants, visitors and conference guests.
4. Ensure that the best legal and financial arrangements are in place.

Miscellaneous

1. Ensure all necessary policies and procedures required for compliance and good practice in the operation of the Centre, including those relating to insurance, disability access, health and safety and those referred to above, are appropriate and in place.
2. Be a member of the weekly "senior management" group meeting, and the quarterly meetings for all staff.

3. Liaise as required with the College and its advisers to ensure the smooth running of the relationship with the shareholder and freeholder.

24th May 2011