

## Operations & Finance Manager

**Hours:** Part-time, 4 days per week

**Contract:** Permanent

**Salary:** £40,000 to £45,000 pro-rated

**Reports to:** Head of Impact & Programmes

**Place of Work:** Our staff are currently working from home. We do envisage obtaining office space in 2026, but candidates will need to be happy to work from home initially.

**Line Reports:** None

**Holidays:** 25 days holiday per annum plus 8 public holiday per annum (pro-rated)

### About the Jersey Community Foundation

The Jersey Community Foundation is a registered charity that helps connect donors with local causes across the island, supporting projects that make a real difference to the local community. We are committed to building a vibrant, resilient, and inclusive community and rely on a dedicated team to help deliver this mission.

#### Role purpose

Jersey Community Foundation is seeking an experienced Operations & Finance Manager to play a central role in the smooth, well-governed running of the organisation.

This is a hands-on role combining day-to-day operational support with financial management and bookkeeping. The postholder will be responsible for ensuring that our financial records, grant payments and systems are accurate, reconciled and robust, while also supporting payroll, governance, systems and general operational delivery. You will also play a central role in developing our CRM system, Smart Simple.

The role is particularly suited to someone who enjoys variety, is confident working independently, and is comfortable being the operational backbone of a small, high-impact organisation. As a relatively young and growing foundation (currently in our sixth year), the role will continue to evolve alongside the organisation. The postholder will need to be comfortable with change, willing to help shape and support that growth, and motivated by working in an organisation that is still developing its systems, processes and ways of working.

#### Key responsibilities

##### 1. Finance, bookkeeping & reconciliations (core focus)

- Maintain day-to-day bookkeeping using QuickBooks
- Process supplier invoices, expenses and payments
- Carry out regular bank reconciliations
- Reconcile financial records across:
  - accounting software
  - bank accounts
  - the grant management system (SmartSimple)
- Ensure accurate tracking of:
  - restricted and unrestricted funds
  - donor-advised funds
  - grant payments and balances
- Prepare financial reports for the CEO and Board, as required
- Prepare year-end accounts and liaise with external auditors
- Support cashflow monitoring and financial planning

## 2. Payroll & people-related administration

- Set up and manage monthly payroll processes
- Administer pensions and statutory requirements (with external support where appropriate)
- Maintain staff records, contracts, HR documentation and track annual leave
- Support onboarding and offboarding processes
- Support team training and development
- Maintain internal policies and procedures in line with best practice

## 3. Grant operations & systems administration

- Support the operational delivery of grant programmes
- Carry out initial due diligence of grant applications
- Process grants payments accurately and on time
- Support with the administration of SmartSimple (grant management system)
- Ensure strong data quality and audit trails

## 4. Governance & compliance

- Support governance processes, including:
  - Board papers
  - Action tracking
- Maintain statutory filings and compliance requirements
- Support risk management and internal controls
- Support key performance indicator tracking
- Act as a key point of contact for operational and compliance queries

## 5. General operations & organisational support

- Act as a central operational point of contact for the organisation
- Manage supplier relationships, insurance and contracts
- Maintain internal systems and documentation
- Track internal action logs and shared projects
- Carry out basic website updates and system administration
- Support event set-up and management, engagement surveys
- Support ad hoc operational projects as required

## Person specification

### Essential

- Proven experience in a finance, bookkeeping or operational finance role
- Strong hands-on experience using QuickBooks, Xero or similar
- Confidence with bank reconciliations and managing multiple income and expenditure streams
- Experience reconciling data across different systems
- High level of accuracy, attention to detail, proof reading and numerical confidence
- Ability to work independently and manage competing priorities
- Strong organisational and administrative skills
- Clear, professional communication skills

### Desirable

- Experience working in the charity, not-for-profit or grant-making sector
- Familiarity with grant management systems (SmartSimple or similar)
- Experience working with restricted funds or donor-advised funds
- Experience supporting Boards or governance processes
- Basic website or systems administration experience
- Experience working in a small organisation or part-time senior role

### Personal qualities

- Practical, calm and solutions-focused
- Comfortable taking ownership and responsibility
- Trustworthy and discreet
- Flexible and adaptable
- Enjoys being the “engine room” of an organisation
- Aligned with the values and mission of Jersey Community Foundation

### **Closing Date 22<sup>nd</sup> February 2026**

Please apply directly to JCF at [development@jerseycommunityfoundation.org](mailto:development@jerseycommunityfoundation.org), with your CV and a personal statement of no more than 500 words explaining why you believe you are suited to the role.