

World Heritage UK (WHUK) is a small charity with a committed and engaged Board of Trustees. It is seeking a suitably qualified freelancer to join its small team as Business Manager. The successful applicant will be supported in role by the General Manager, Finance Trustee/Treasurer and the Resources and Risk Committee. You can find out more about the work of World Heritage UK [here](#).

## **Role Description**

The Business Manager's role is to manage WHUK's day-to-day business including financial matters and to support the General Manager and Trustees in the administration of the Charity.

**Contract term:** Part time up to 3 days per month

**Remuneration:** £250 per day

**Responsible to:** General Manager

**Key Contact:** Treasurer / Chair of Resources and Risk Committee

**Location:** Remote working with occasional attendance at events and in person meetings of the trustees

## **Responsibilities:**

- Manage monthly financial activities, including HMRC submissions, using QuickBooks as an accounting tool.
- Attend Quarterly Board of trustee meetings remotely and provide financial management information.
- Work with the Resources and Risk Committee, Treasurer and General Manager to prepare the annual budget.
- Manage HR, payroll and pension accounting of WHUK's employee.
- Support General Manager and Resources and Risk Committee in management of policies and procedures.
- Preparing invoices for annual membership fees and charges related to WHUK's events programme.
- Checking and paying invoices.
- Project manage the annual process with the independent examiner for sign off of WHUK's accounts.
- Provide secretariat function for the quarterly Resources and Risk Committee.
- Keep membership information on CRM up to date.
- To support the General Manager in the general administration of World Heritage UK.

### **Candidate specification**

- Self-motivated and able to work independently.
- Efficient and effective.
- Take proactive approach in supporting the trustees.
- Experience of charity management.

### **Qualifications and experience**

- Experience of administration of a charity
- Book keeping (ideally QuickBooks)
- Ability to provide clear reports to trustees
- Flexible approach

### **Further information**

This role is a freelance role, and the successful candidate is expected to provide their own equipment and be responsible for their own tax and insurance.

Expenses for travel or other costs related to the role will be agreed in advance and paid in accordance with the Expenses Policy.

Previous accounts and governance information can be found on the [WHUK website](#) under WHUK Governance.

### **How to apply**

Please apply by **submitting a CV and short covering letter outlining your suitability for the role and how you would approach it**, specifically managing the role and responsibilities over a limited number of days per month, to [alex.mccoskrie@worldheritageuk.org](mailto:alex.mccoskrie@worldheritageuk.org)

Deadline for applications **5pm Friday 9<sup>th</sup> June 2023**.

Informal queries about this role can be made to Beth Thomas.

[beth.thomas@worldheritageuk.org](mailto:beth.thomas@worldheritageuk.org)

First interviews will be held on Monday 19<sup>th</sup> June 2023 via Zoom. Second interviews (if needed) will be held Monday 26<sup>th</sup> June 2023 via Zoom.

World Heritage UK Registered Charity 1163364  
c/o The Ironbridge Gorge Museum Trust  
Coach Road, Coalbrookdale  
Telford  
Shropshire TF8 7DQ