Projects and Office Manager Job Advert

Could your organisational, financial, and operational skills help Sixty-One empower individuals with a criminal conviction to transform their lives?

Sixty-One is a Bristol-based charity providing relational and practical support to men and women with a criminal conviction and the motivation to change. We also seek to inspire, engage and equip the church and individual Christians to join our work as a practical expression of Jesus's love for people on the margins.

Sixty-One is looking for a Projects and Office Manager 22.5 hours a week.

Salary: £33,500 FTE per annum (pro rata £20,100)

Location: Office-based (Sixty-One office /St Pauls, Bristol)

Are you: Passionate about keeping a small, dynamic charity running smoothly across finance, HR, and Projects?

Do you: Have strong experience in bookkeeping (Xero), payroll, HR processes, and financial reporting?

Could you: Bring your hands-on versatility, excellent administrative talent and organisational skills to our team?

Job Focus: This is a finance, and projects role and as such involves managing day-to-day financial processing, HR administration, office management as well as managing seasonal projects (such as our Christmas and Easter Gift Bag initiatives and Prisons Week events).

You will need strong financial, organisational, and communication skills to support our CEO, manage processes, and keep our core operations running effectively.

As an organisation we support people with all kinds of offending backgrounds, including violent and sexual offences. As such, the successful candidate must be prepared to work in an office environment where sensitive and sometimes distressing case details need to be discussed.

You can find all the details on our website, along with a job description, person specification and application form.