**Forces Pension Society Office Manager**

The Forces Pension Society is a not-for-profit, independent membership organisation that looks after the interests of UK Armed Forces pensioners. It is a watchdog, a lobby group and a provider of professional advice to its membership, which comprises both serving and retired Armed Forces personnel. In recent years the Society has gone from strength to strength, with increasing membership (now well over 50,000), a strong independent voice and considerable influence and reputation. The Society has a full time staff of 14, supported by a number of consultants. The Society is based in Vauxhall, South West London.

The Office Manager (OM) is responsible for managing all office support functions, including liaison with the landlord, management of all external contracts affecting the routine function of the Society (including IT, clerical provision, facilities support, cleaners etc) and providing executive support as necessary for Society events.

OM is also responsible for routine management and maintenance of all in-house aspects of the Society’s finances, for routine liaison with the Company’s accountants, for producing financial projections and advising the Chief Executive on the Society’s financial position.

OM is responsible for H&S compliance and, working to the Chief of Staff, ensuring routine HR documentation (annual appraisals, contracts of employment, job descriptions, leave register) is kept up to date. The OM is also responsible for maintaining the integrity of the Society’s filing system and ensuring that there is sufficient cover during working hours to provide a reception service to all FPS clients, visitors and enquiries.

Military experience is not essential; but would be an advantage. The successful candidate must at the very least have an empathy with and understanding of the Armed Forces. The post would particularly suit someone with an Army AGC (SPS), Royal Navy Writer or RAF Admin background of Warrant rank.

**Person Specification**

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| **Professional Skills** | **Personal Qualities** |
| **Essential**   * Office management experience. * Financial background with demonstrable experience of running accounts, bringing accounts into balance for audit, liaison with auditors, monitoring cashflow, producing projections, ensuring checks and balances are in place. * Highly numerate. * IT capable – with experience of managing IT systems and use of PowerPoint, Excel and Outlook. * Understanding of and interest in HM Forces. * Ability to keep accurate records.   .  **Highly Desirable**   * Familiarity with SAGE and SAGE payroll. * H&SW experience * Contract management experience * HR experience | **Essential**   * Empathy with the Armed Forces and their values.   **Highly Desirable**   * Team player with a broad outlook, able to engage routinely with colleagues and membership about ongoing work and its wider implications. * Self-motivated and able to operate with light supervision. * Energy to sustain and develop current levels of activity. * Well-organised with a strong eye for detail and accuracy. * Proactive approach. * Ability to assimilate new information quickly. * Confidence and credibility in dealing with members and external organisations. * Willingness to roll up sleeves. |

Overall package of around £43,000 negotiable depending on experience. Some working from home permissible subject to agreement, but working from the office is the norm.

Applications, to include CV and covering letter by COP Friday 8 Feb 19 to Chief of Staff [hugof@forpen.co.uk](mailto:hugof@forpen.co.uk) and copied to [JoanneFB@forpen.co.uk](mailto:JoanneFB@forpen.co.uk) . For queries, phone 020 7840 6612 (COS) or 020 7820 6613 (Stuart Hermelin (Support Manager). Aim is to conduct short list interviews in mid-February with successful applicant to be in post as soon as practicable thereafter.