



Job Vacancy – Head of Membership and Finance

Background

Cobseo The Confederation of Service Charities is a membership organisation representing, promoting and furthering the interests of the Armed Forces Community, maximizing the charitable support to this Community through encouraging and facilitating co-operation and collaboration of organisations working in the Service Charity sector. A Head of Membership and Finance is required to support the small Cobseo Executive Team in London. The post is full time.

Job Specification

Job Title:	Head of Membership and Finance
Location:	Mountbarrow House, 6-20 Elizabeth Street, Victoria, London, SW1W 9RB
Status:	Full time
Salary:	£35K
Reporting to:	Director of Operations

Overall Purpose

The Head of Membership and Finance is responsible for managing and processing all Membership applications for final endorsement by the Executive Board. This individual is also responsible for the financial management of the Cobseo budget and accounts.

Key Responsibilities

- Processing all membership applications from initial enquiry to final Executive decision.
- Manage and maintain accurately the Cobseo CRM membership database and the membership access of the website.
- Ensure the members' area is fully utilised and develop new ideas to keep the members area relevant.
- Research and identifying potential new members and manage database of potential membership enquiries.
- Maintain an ongoing working knowledge of Cobseo, its membership organisations and relations with outside organisations including Government Departments. This includes attending Cobseo members' events, getting to know the membership personally.
- Keep members up to date and abreast of Armed Forces charity sector information.
- Manage and respond appropriately as the first point of contact to incoming enquiries to the Confederation.

- Conduct basic research into issues which feed in to Cobseo projects. Co-ordinate with external organisations to develop research accordingly.
- Process and manage all incoming and outgoing financial transactions.
- Management of the quarterly finance committee meetings, including producing a forecast of income and expenditure.
- Management of the Cobseo annual budget and creation of the annual report.
- Manage the day-to-day running of the Cobseo office to provide an effective and efficient service supporting the Director of Operations and Chairman.
- Provide a welcoming environment for external visitors and ensure office is kept in a suitable condition for this.
- Organise and facilitate Cobseo meetings as required.
- Provide secretarial and administrative support to the Cobseo Chairman and Director of Operations for a wide range of Cobseo tasks, activities and events; liaising with external authorities as appropriate.
- Assist in organising all Cobseo events, principal of which is the AGM.
- Develop, implement and maintain office filing systems, both physical and electronic. This includes establishing and installing an effective filing system for archive material. Establish standards and procedures and ensuring the systems are accurate and secure, and that transfer and disposal of records in accordance with retention policies are carried out effectively.

Person specification

- Essential:
 - Extremely effective organisational skills including time management.
 - Excellent interpersonal skills.
 - Effective communication skills, both verbal and written.
 - Attention to detail with a high level of accuracy.
 - IT literate with proficiency in Microsoft Office and CRM management.
 - To be able to work without constant supervision, planning and prioritising workflow.
 - To have experience of and be comfortable in dealing with all approaches to Cobseo through the internet, telephone and in person.
 - To be able to help organise and run events, both large and small
 - Be pro-active in managing websites and developing new concepts and ideas for attracting members.
 - Sense of humour
- Desirable:
 - A respect for the UK Armed Forces and an appreciation of their particular characteristics
 - An understanding of and empathy with the work of the Service Charities.
 - A knowledge of the financial software Xero would be helpful.

Personal Attributes

- Integrity
- Cultural awareness and sensitivity
- Sound work ethics
- Flexibility

Terms and Conditions

- Hours: 35 hours per week.
- Remuneration: £35,000 p.a. (Annual Season Ticket Loan, Group Pension Scheme and Health Plan offered).
- Holidays: 30 days p.a. plus Public Holidays

Next Stages

The closing date for applications for this position is Wednesday 10 February 2016. Interviews will be held in London on Thursday 18 February 2016. Those called for interview will be expected to bring their current valid passport with them in order that the right of the individual to reside and work in the UK can be verified prior to any offer of employment being made.

It is hoped that the successful candidate could start as soon as possible.

Other Information

As part of their research, applicants may wish to refer to the Cobseo website, www.cobseo.org.uk If you have any questions or wish to discuss this post please call Debbie Whittingham, Director of Operations on 02078113224.

How to apply

Applications are to include a current CV and covering letter, demonstrating how you would be particularly suited to this appointment, with evidence of how you meet the experience, skills and knowledge as set out in the Person Specification. Please also give an indication of availability to take up the position. Applications should be sent either via email or post to:

Debra Whittingham,
Director of Operations
Cobseo
Mountbarrow House
6-20 Elizabeth Street
London
SW1W 9RB

Email: d.whittingham@cobseo.org.uk
Tel: 02078113224

Cobseo will only use the personal information provided in order to process the application, in accordance with the Data Protection Act 1998.