

POST TITLE : **General Manager**

Purpose of the Post

To co-ordinate and manage the day to day operations of the Al-Hikmah Centre and maintain and oversee the general administration and financial system in association with the office staff. The post holder will be required to maintain the premises and oversee the physical resources of the organisation and supervise staff.

Key Areas:

1. Co-ordinate and manage the activities taking place the Centre
2. Financial system maintenance
3. Maintenance of physical assets and resource co-ordination
4. Administration office and Supervision of staff

Duties and Responsibilities:

1. Co-ordination:

- a. To manage the day to day work of the Centre by liaising with the office and the care taking staff including wedding hall and conference rooms booking, sports hall, resident tenants etc..
- b. To oversee the smooth running of the Centre this will include all the activities that take place at the Centre on a daily basis.
- c. To establish effective mechanisms for recording and maintaining data and produce monitoring reports as and when required.
- d. To ensure that the centre is fully operational and deal with any problems that may arise on a day to day basis.
- e. To assist and support the range of activities that the IMWS organise on an annual basis.

2. Financial:

- a. To be responsible with all aspect of financial transactions on a day to day basis.
- b. To maintain and supervise the office staff involved in recording financial transactions including all ledgers.
- c. To advise and assist in the management and administration of the budget.
- d. To produce financial management reports as and when required.

3. Resource maintenance:

- a. To produce regular management committee reports as required.
- b. To oversee the repair of the physical assets, maintain these assets in proper working order at all times, and keep a log of any problems/faults associated with the assets.
- c. Assist the management committee in obtaining quotes for replacement and repair of the outdated assets, liaising with the suppliers and overseeing the whole process.
- d. Take reasonable care for Health and Safety of self, other persons and resources whilst at work.
- e. Working in conjunction with the Business Development Officer to market and promote the Centre.

4. Administration:

- a. To manage the administrative support and ensure appropriate systems are maintained to high standards. To lead, manage, support and motivate administrative/caretaking staff in their work.
- b. To be responsible for overseeing the administrative staff in the office and making sure that the administrative tasks are completed efficiently and on time.
- c. To be responsible for ensuring all the policies and procedures are monitored, reviewed and updated as required and to develop any new policies and procedures as necessary.
- d. Co-operate with management committee and the organisation as far as is necessary to enable the responsibilities placed upon the organisation under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- e. The post holder's duties must at all times be carried out in compliance with the IMWS Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- f. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the post holder.
- g. To line manage, supervise and appraise relevant staff employed by IMWS.

Support and Advice

Support and advice will be available from the line manager and Management Committee.

Responsible to:

The postholder will be accountable to the Chair of the IMWS / Chair of Human Resources

Responsible for:

Centre staff (Admin & Caretakers)