



Forestry Commission
England

Westonbirt 
The National
Arboretum

Discover
Green Careers
at Westonbirt

Office Manager

Job role

To provide effective administrative support to the Westonbirt team through the management of administration staff and resources.
Provide financial support to managers to maintain and improve financial performance

Key Work Areas

1. Lead and Manage Administration Team (30%)

- Lead and manage the administration support team, providing honest competence assessment and feedback
- Maintain an overview of the team's administrative requirements, ensuring appropriate resources and processes are allocated
- Encourage team to work flexibly to ensure continual cover of all administrative services
- Understand the needs of other staff, managers and customers through maintaining regular contact and building effective relationships

2. Financial and Management Accounting (40%)

- Oversee the unit's financial accounting systems and processes
- Ensure compliance with Forestry Commission financial systems and process by all relevant staff
- Prepare for annual audits
- Provide budget support to other managers
- Support the Management team with the preparation of the Business Plan

3. Business Support and Facility Management (30%)

- Provide Human Resource (HR) guidance and advice – annual leave, overtime, sick absences, training, performance management, recruitment
- Provide Business Sustainability support including waste management and utilities readings
- Administer Health and Safety monitoring process
- Ensure statutory tests for electric, heating, alarms, fire extinguishers and air conditioning are carried out and recorded
- Oversee onsite IT or phone problems and implementation of new systems