

Job Description and Person Specification

The London Manager is responsible for overseeing the UK office of the Institute, acting as a key coordination point between the Council of Management, UK-based staff, and the Senior Management team based in Ankara. The position involves financial management, supporting the Institute's Council and Committees, and administering research grants. The post-holder also has a role in organising UK-based events, administration of publications and sales, and providing a first point of contact for Institute members and general enquiries. The London Manager is expected to visit the Ankara office annually.

Candidates should have relevant office management and administrative experience. They should be IT-literate, and able to use MS Office packages. Proven experience and/or knowledge of accounting are essential. Training in the specific systems used by the Institute will be provided. Some knowledge of Türkiye, and of the academic disciplines within the remit of the Institute, is desirable, but enthusiasm, initiative and communications skills are equally important. The position requires excellent interpersonal as well as written and verbal communication skills, and the ability to work independently, flexibly and responsively. Candidates must be able to demonstrate initiative and skills in time-management and be prepared to work flexible hours. The successful applicant will be educated to degree level or equivalent.

Duties and Responsibilities

Governance

Supporting the BIAA Council of Management and Committees.

- Plan, coordinate and service the quarterly cycle of Council and committee meetings, including preparing agendas and circulating papers.
- Take minutes and following up on actions.
- Plan and coordinate the AGM.
- Provide administrative support to the Honorary Officers and committee Chairs.
- Arrange the induction of new trustees.
- Maintain accurate charity details with Companies House & the Charity Commission.
- Obtain and file conflict of interest forms annually and of newly appointed trustees.
- Work closely with the Officers, Director and Assistant Directors to complete the financial aspects of the reporting requirements to the British Academy, the BIAA's major funder.
- Compile and review the Annual Report for each financial year in consultation with the Officers and relevant staff.
- Update the policy review cycle as required and maintain BIAA policies and procedures' documentation.

Financial

The London Manager, in liaison with the Hon. Treasurer, will hold responsibility for the BIAA's finances and oversee reporting and controls.

- Ensure compliance with BIAA financial policies and procedures and maintain records of information for submission to independent examiner/auditor and other bodies.
- Administer all payments, receipts and expenses.
- Record payments and receipts using Xero accounting software.
- Review transactions and produce monthly bank reconciliations and financial reports using Xero and produce month-end management accounts using Joiin.
- Work with the Honorary Treasurer, Finance Officer and independent examiner/auditor to prepare the annual accounts and reports.
- Liaise with the BIAA's bank, investment company, bacs, Blackbaud Merchant Services and direct debit facility.
- Ensure the timely submission of the annual return to Companies House and assist the Honorary Treasurer in preparing the annual return to the Charity Commission.

Personnel

- Administer salary, pension and health-care schemes. Liaise with Paycheck, the BIAA's external payroll provider.
- Prepare related paperwork and arrangements for new appointments, in consultation with the Officers.
- Liaise with USS and HMRC for any employer business.
- Liaise with Voya Visa in London regarding visas for appointments.
- Maintain staff personnel files: filing contracts, appraisals, and staff details.

Research and grants administration

- Respond to enquiries from prospective applicants, directing enquiries to the appropriate people within the BIAA.
- Maintain records of grant and research support applications and related documents and prepare advertisements for award and support schemes.
- Liaise with external assessors and circulating papers to the research committee and assessors.
- Receive and monitor award holder/affiliated project reports and coordination of outputs.
- Help advise on research visa applications and other research-related matters.
- Communicate with applicants and grant holders & administer payment of awards.
- Support grant holders throughout their award and provide the support they need to comply with the terms and conditions of their grant.

Events, communication and fundraising

- Work with the Director, trustees, staff, and partner organisations to schedule a programme of UK events and organise event logistics: venue, speaker travel and accommodation, refreshments, technical support and event recording.
- Attend and manage UK events.
- Record all donations and grants on the membership database (Blackbaud, eTapestry), uploading the relevant documentation.
- Inform the Development and Communications Assistant of website updates and items that need to be shared via social media.

Publications

Supporting the chair of the Publications Committee and the Publications Editor.

- Liaise with Cambridge University Press about the distribution and sales of the annual journal and magazine; dealing with CUP account business.
- Process purchase orders for *Heritage Türkiye* (annual magazine).
- Obtain records of BIAA monograph production costs and sales from Casemate UK.
- Support the Chair of Publications by liaising with Casemate UK and JSTOR on publications matters.

General

- Liaise regularly with the UK-based and Ankara-based staff.
- Respond to general enquires about the Institute and its activities.
- Visit the Ankara premises at least once a year, to work with the Ankara Manager on reconciling the accounts and have meetings with various Ankara-based staff.
- Liaise with the staff of the British Academy and BIRI staff.
- Setup meetings, appointments and diary scheduling, as requested.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
Educated to degree standard or equivalent.	E
Experience in general administration within the not-for-profit sector or a similar busy office environment.	E
Experience of using online systems/databases, such as CRM and finance systems such as Xero.	D
Experience of preparing financial budgets and providing financial reports.	E
Experience in grants administration and processes	D
Skills and abilities	
Excellent computer literacy and familiarity with the Microsoft Office suite	E
A commitment to customer focus and the need to provide an efficient, professional and effective service to the multiple users both internally at all levels of the organisation and externally.	E
Proven ability to work effectively under pressure, manage workload and prioritise tasks effectively, whilst maintaining close attention to detail and accuracy.	E
Ability to be discreet and maintain confidentiality.	E
Excellent interpersonal, verbal and written communication skills and the ability to liaise and interact with a variety of people at all levels both within the BIAA and externally.	E
Ability to work collaboratively as a part of a team as well as the ability to work independently and self-motivate.	E
Other	
Right to work in the UK	E