



UNITED KINGDOM THALASSAEMIA SOCIETY

19 The Broadway, Southgate Circus, London N14 6PH

Tel: 020 8882 0011

Email: office@ukts.org • www.ukts.org

Job Description

Job Title	Operations Manager/ Management Accounts
Location	Southgate, London, N14 6PH
Report To	Chairperson and Board of Trustees of UKTS
Responsible For	Overseeing the daily running of the office
Salary	£35,000 per annum

Job Role

The Charity is seeking a bright articulate candidate to join our small friendly team to help with the day to day running of the office in Southgate. The successful candidate will represent and uphold the values of the UKTS

Main Duties and Responsibilities

Office Administration

- Running and managing the office at 19 Broadway, N14 6PH
- Receiving and responding to general enquiries and requests via email, letter, phone.
- Meeting and greeting visitors to the office.
- Managing administration assistance, volunteer's and individuals seeking work experience.
- Meeting with stakeholders, medical personnel and research companies.
- Responsible for maintaining stationary supplies.
- Promote/assist supporter's and UKTS members with local UKTS fundraising events such as (Dinner & Dance, Discos, Sponsored Fun Runs/Walks etc)
- Organise/set up awareness events including collaborative events with NHS facilities and other charities.
- Provide weekly productivity updates to chair and Board of Trustees.
- To be the point of contact for the tenants renting the properties owned by the UKTS.
- Ensure that all policies and procedures relevant to the running of the office and charity are adhered to.
- Apply for grants/funding from relevant bodies/companies.
- Writing up minutes following fortnightly trustee board meetings that generally take place in the evenings.

Finance and Banking

- Process payroll for monthly salaries.
- Process contractor invoices as required in a timely fashion.
- Record all incoming and outgoing payments using QuickBooks accounting package.
- Manage and record petty cash expenses.
- Monitoring monthly bank reconciliations.
- Setting up bank accounts when necessary.
- Financial position to be reported monthly to the board of Trustees meeting.
- Supplying figures to the auditors in preparation of the yearly financial statement.
- Dealing with any financial queries that may arise.

Continued

We Are Looking For:

- A friendly and confident individual with excellent communication skills
- Confident at talking to patient (of all ages), medical professionals and research company personnel
- Office administration experience is essential; management experience is desired.
- Computer skills including using Microsoft Word, Excel and Outlook.
- A good knowledge of the legislation relevant to office administration for non-profit organisation.
- Good networking skills with the ability to be well organised and be able to multitask. You will be required to juggle multiple projects and tasks at the same time.
- Knowledge of QuickBooks would be preferable but not essential as full training will be provided.
- Flexible to travel within the UK if required to represent the UKTS at events (travel expenses will be covered along with a small bursary for meals).
- An existing medical knowledge is not required but you will be expected to have some knowledge of Thalassaemia as this is essential to the charity.
- You must be fluent in the English Language with good writing skills.
- A passion for the UKTS mission and its values.
- The job is not limited to the description stated in this JD as ad hoc tasks may arise so the ability to prioritise is essential.
- Previous experience working for a charity with an understanding of the rules and regulations.
- The successful candidate will need to be flexible with their time.

HOW TO APPLY

Please email secretary@ukts.org including your CV and a covering letter detailing your suitability for the role. We welcome applications from all sections of the community and are committed to equal opportunities.

CLOSING DATE: 10TH NOVEMBER 2025

Living with Thalassaemia

A Charity Organisation · Registered charity number: 1204473

Patrons: Ms Tonia Buxton; Mr Kypros Kyprianou, Mr Peter Polycarpou, Mr Adil Ray OBE and Ms Nina Wadia OBE