



ROYAL BERKSHIRE

Maternity & Neonatal Voices

Working in partnership to improve maternity & neonatal services

Role Description: Finance and Operations Lead

We are recruiting for a Finance and Operations Lead to work on a self-employed basis 20 hours a month (5 hours a week), paid at £22.00p/h. The finance element of the role includes managing our budgets and community bank account, processing invoices and payments. You would also be responsible for operations including managing our membership list, sending meeting invites and papers and taking minutes.

About the role:

We are looking for someone who is detail focused with a good head for numbers. They need to be reliable and consistent with good organisational skills and strong time management. The role is flexible with the only set hours being our Main Meetings with the partnership including staff at the Royal Berkshire Foundation Trust and our wider partners in the community and other bodies. These happen during school hours every other month - all other administrative tasks can be completed at a time to suit you. A true interest in the work that we do is key and there is the opportunity to combine this role with other MNVP roles including taking feedback from service users in the community.

Your role will include:

- Organising and attending our main MNVP meetings with the Trust (some in person at the RBH) and taking accurate minutes
- Helping to plan meetings and produce papers and agendas
- Sending meeting invites and managing members database
- Preparing and managing our annual budget alongside Leads
- Producing an annual budget review
- Processing invoices and making payment from our community bank account
- Allocating all outgoing funds against the budget with oversight of all outgoings
- Being responsible for subscriptions renewals and storing of account details
- Filing of documents and keeping a tidy file structure on Google Drive

Requirements:

- No formal qualifications needed
- Able to use emails and attend online meetings

- Basic understanding of Microsoft office - in particular Excel to manage and report on budgets
- Experience of MailChimp would be an advantage
- Effective communication skills via face to face, telephone and written methods.
- Own computer, internet connection, and mobile phone are essential
- Able to work on a self-employed basis responsible for own tax returns
- Live within the local area and access to own vehicle or public transport for onsite meetings at the RBH etc.

We offer:

- Flexible working from home (some onsite meetings will be required)
- Rate of £22 per hour.
- The role is funded by the LMNS and we have 12 months budget agreed with potential to extend
- Training will be provided and opportunities to attend workshops, webinars and conferences etc - in addition to paid role
- Reasonable expenses will be covered
- Opportunity to expand in the role and take on more responsibility

Could this be the role for you?

To apply, email your CV and a paragraph to explain why you would be a good fit for the role to chair@royalberkshirermnvp.org

We want to increase the diversity of the MNVP and ensure we are representative of the community we advocate for. We particularly welcome applications from people of the global majority, LGBTQ+ people, neurodivergent people and disabled people. We will use positive action under the Equality Act 2010 to appoint from these under-represented groups if two candidates are equally qualified.

If you would like to have an informal chat about the role, [email us](#) to arrange. Suitable applicants will be interviewed on a rolling basis so apply as soon as possible. If you need time to prepare your application, please let us know so we can ensure you have the opportunity to be considered.

Suggested reading:

[Royal Berkshire MNVP website](#)

[Three Year Delivery Plan](#)

[MNVP Guidance](#)

[MBRRACE Reports](#)

[Getting it right first time reports](#)

[Implementing Better Births](#)

[Summaries of the Ockenden and Reading the Signals reports](#)

[Neonatal Critical Care Review Recommendations](#)