



Inter-Parliamentary Alliance on China

Office Manager Job Advertisement

Post title:	Office Manager.
Hours:	Full-time.
Location:	Central London/ Flexible.
Reports to:	Executive Director.
Salary	£29,000 - 32,000 dependent on experience.

Overview

The Inter-Parliamentary Alliance on China is an international group of legislators working to reform the approach of democracies towards China. We are offering an exciting opportunity to a highly motivated individual, strongly committed to democracy and human rights, to assist with the smooth running of our busy offices. IPAC is an equal opportunity employer.

Principal Responsibilities

1. To maintain realistic and manageable diaries for IPAC staff.
2. To undertake administration in support of our fundraising efforts.
3. To undertake financial administration to ensure IPAC maintains the highest possible standards of compliance and reports to donors accurately, and in a timely manner.
4. To liaise with our accountants to ensure accurate and timely execution of accounts and financial reports to donors.
5. To organise travel for IPAC's senior staff.
6. To organise meetings, conferences and events as required.
7. To attend and minute meetings.
8. To liaise with our partners, and other stakeholders on behalf of IPAC as required.
9. To assist with project work as directed with minimal supervision.

10. To receive, sort and prioritise mail, and emails, redirecting as appropriate and responding to all routine correspondence in a timely manner and without direction.
11. To take the lead in selecting, negotiating, and managing external contracts.
12. To review and improve IPAC's internal administrative systems.
13. To ensure the office space is maintained.
14. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of efficiency, major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.