



MANCHESTER HISTORIES

Connecting people through histories and heritage

Job Title:	Administrator
Organisation:	Manchester Histories
Location:	WLG:21 Samuel Alexander Building, University of Manchester, Oxford Road, Manchester M13 9PL
Responsible to:	Manchester Histories General Manager
Fee:	£26,000 Po-rata. PT 24 hours / 3 days per week
Contract:	Fixed term contract 1 year
Working Arrangements:	Hybrid working, but at least two days a week in the office. Some evening and weekend work required
Holiday:	Pro-rota 20 days per annum + Bank Holidays

Purpose

This is a multifaceted role that provides essential financial and administrative support to Manchester Histories. We are seeking a **highly organised** and experienced administrator with strong financial skills to help ensure the smooth and efficient running of the organisation.

The ideal candidate will be confident using **QuickBooks** and adept at managing a range of financial activities, including processing invoices, reconciling accounts, producing reports and supporting budget monitoring. You will also provide general administrative support such as minute-taking, scheduling key meetings, and managing the CEO's calendar.

Working as part of the core team, you will collaborate closely with project managers and colleagues across multiple projects. You'll be personable, reliable, and adaptable, able to support varied activities and balance competing priorities with calm efficiency and integrity.

Background

Manchester Histories are an award-winning charity that works collaboratively to reveal, share and celebrate Greater Manchester's diverse histories and heritage. We connect people to explore the past and shape the future through histories and heritage.

We are proud to celebrate the diversity, creativity, ingenuity and social principles of the people of the ten Greater Manchester districts. Our engagement with histories and heritage empowers people, both as creators and audiences, by recognising and valuing their stories.

We develop our work in partnership with communities, academics, volunteers, artists and organisations, so our work manifests itself in response to the people we work with and for. As a result, Manchester Histories creates work that is innovative, creative and different.

We deliver a yearlong public and community engagement programme and host the biennial Manchester Histories Festival.

Our values, aims and ambitions are set out in our three-year 2024-2029 business plan. Which can be viewed [here](#).

Main Job Tasks

Finance

- Managing finance systems and implementing new systems where necessary.
- Manage invoices on behalf of the charity, including storing in the shared drive, coding, providing budget sheets; aiming for invoices to be paid in line with the charity's procedure. Raising orders and cheque requisitions, check invoices and keep records for audit purposes. Chase debtors.
- Manage Petty Cash in Manchester Histories office and in Manchester Histories Hub.
- Using QuickBooks to manage company accounts with support from external accountants.
- Providing financial information as required for the quarterly funding and financial reports.
- Support with cashflow & forecasts.
- Liaising with team members to ensure clarity and smooth running of project budgets and financial information requirements.
- Assisting in compiling related data for fundraising applications such as National Lottery Heritage Fund projects.

Administration

- Provide support to the General Manager in overseeing administration systems and implementing improvements as required.
- Answering telephone enquiries in a confident and friendly telephone manner, taking accurate messages, collecting relevant information, and dealing with a range of enquiries. Occasionally dealing with confidential information.

- Creating, using and maintaining efficient and effective filing systems, including both paper and electronic documents, appropriate naming and filing of electronic documents, and appropriate storage and archiving of e-mails and other correspondence.
- Confident in using word processing, Office 365, spreadsheets, Mailchimp databases, finance software and presentation packages.
- Preparing meeting materials, booking venues, ordering refreshments and setting up equipment for larger meetings and events. Arranging transportation and accommodation for staff, and processing authorised expense payments in line with organisational procedures.
- Attending key meetings, taking minutes and distributing to team and partners. This includes all board meetings and key projects across the charity.
- Providing administrative support in the planning and delivery of events and activities.
- Providing administrative support to the CEO through effective calendar management, scheduling meetings, and coordinating appointments.
- Managing own workload as well as carrying out tasks as directed, as the role may often involve working unsupervised in the office.
- Contributing to the values and responsibilities of Manchester Histories and undertaking any other duties that may be requested of the post-holder to facilitate the smooth running of the office.

Other

- Submitting regular progress reports in team meetings to CEO & the team, advising them on any actions required.

Person Specification

Essential

You will have at least two to three years' experience of administration and finance tasks.

- Experience of using QuickBooks is essential.
- Knowledge and proven experience in managing financial records including invoices and recording, filing, and storing financial data in a system accessible by Manchester Histories staff.
- Proven administrative skills.
- Excellent organisational skills.
- Excellent communication and interpersonal skills.
- Ability to prioritise workload and ability to work successfully unsupervised.
- Self-motivation and ability to work on own initiative.
- Accurate note and minute taking skills.

- Excellent communication skills and be adept at liaising with both internal and external stakeholders with ease.
- Strong Microsoft 365 Office skills (Word, Excel, Outlook and PowerPoint).
- The ability and willingness to travel to events and to work evenings and occasional weekends as and when required.
- Experience of Mailchimp to manage audience databases.
- A supportive team player who works independently while keeping colleagues informed through clear and open communication.
- An organised and professional approach to your work.

Desirable

- A genuine passion for the history, heritage, and the cultural sector.

A clear demonstration of your relevant experience is required. You should provide examples of previous work or responsibilities as part of your application.

Manchester Histories strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce and practices. We welcome and encourage job applications from people of all backgrounds.

We particularly welcome applications from groups that are under-represented in our organisation. This includes, but is not limited to, people of African or Caribbean heritage, people of South, East and South East Asian heritage, and disabled people.

How to apply

To apply, please complete the online application form and upload your CV using the link below. Your responses should clearly demonstrate how you meet the requirements of the role, including specific examples of relevant experience.

[Application Form](#)

Closing Date: Monday 24 November 2025, 9:00am

Accessibility and Inclusion

Manchester Histories is committed to being an inclusive and accessible employer. We aim to ensure that everyone can fully participate in our recruitment process and workplace.

We recognise that everyone's access needs are different. If you require any support or adjustments during the application process, please email to let us know. For example, you may wish to submit your application in an alternative format or request specific arrangements for an interview.

As part of our commitment to accessibility, we send interview questions in advance to all shortlisted candidates and will always consider any reasonable adjustments to ensure you can take part comfortably and confidently. Our offices and interview spaces are wheelchair accessible, and we are happy to arrange for large-print materials, or other access provisions on request.

We are continually learning and improving our practices to make Manchester Histories a welcoming place for everyone to work and collaborate.

Contact: abigail@manchesterhistories.co.uk

We regret that we will only be able to give feedback to those candidates invited for interview.

Thank you, we look forward to receiving your application.