Business Support Officer – Job Description

Fersands & Fountain SCIO

Job title	Business Support Officer
Reporting to	Project Coordinator
Hours	30 hours per week, 9am -3pm
Pay rate	£14.70–£18.50 per hour depending on experience. £28,282–£35,594 per annum pro rata at 37 hours; **£22,932–£28,860 per annum at 30 hours.**
Accountable to	Trustees, through the Project Coordinator

Purpose of the Role

Join a friendly, close-knit team at the heart of our community in Woodside, Aberdeen. As Business Support Officer you will be the engine room of our charity, keeping the money, people and paperwork running smoothly so that our staff and volunteers can focus on making a real difference to the lives of local people.

Fersands & Fountain SCIO is a third sector charity organisation, and we are a small team where everyone supports each other to keep the organisation running. Our office can be busy and noisy, with lots going on, and you will often be the first friendly face or voice that members of the public meet. We are looking for someone who is adaptable and enjoys variety and a lively working environment. You will support and assist the management team and play a key part in everything we do.

The Business Support Officer is responsible for the financial management, payroll, human resources administration and statutory compliance of the organisation. The post holder will organise their own workload efficiently, work with minimum supervision, and provide accurate and timely financial and employment information to the Project Coordinator, staff and the trustees.

1. Payroll and Pensions

- Process monthly payroll for all staff and post wage journals.
- Process and keep records of payments to HMRC, the Northeast Pension Fund and NEST.
- Process year-end payroll.
- Advise staff on NEST and LGPS pensions, maintain records and complete pension returns as required.

2. Finance and Accounting

- Maintain accurate records of all financial transactions.
- Contribute to the preparation of annual budgets.

- Monitor budgets monthly, reporting any over or under spends to the Project Coordinator.
- Raise invoices for payments due to the organisation.
- Process invoices for payment.
- Reconcile bank accounts.
- Maintain petty cash records.
- Prepare monthly financial reports for the trustees.
- Prepare year-end accounts, and liaise and meet with the auditor in the preparation of final accounts.
- Submit accounts to the appropriate bodies.
- Report to OSCR.

3. Human Resources and Employment Law

- Maintain staff files, recording absence, holidays, sickness and other leave.
- Assist in the recruitment process: advertise vacancies, provide the administration required and issue contracts of employment.
- Ensure staff PVG membership and scheme records are recorded correctly and kept up to date.
- Keep up to date with changes in employment law and ensure the organisation adheres to current legislation.
- Advise staff and the trustees on any employment issues that may arise.
- Contribute to the development of new policies and procedures.

4. Administration and Office Support

- Carry out reception duties, answer the telephone and deal with enquiries from the general public and other agencies.
- Deal with bookings for the minibus, rooms and other facilities.
- Support the Project Coordinator and Management team in their duties.
- Offer support to workers with the administration and information they require.
- Maintain an appropriate filing system for the organisation.
- Order stationery and any other supplies required.

5. Any Other Duties

- Carry out other relevant duties as may reasonably be required.