**Job Profile**

**Job Title: Business Team Senior Fife Women's Aid**

# Background

Fife Women’s Aid (FWA) is a registered Scottish charity and a company limited by guarantee with around 40 years’ experience of providing services to women, children and young people who have experienced domestic abuse.

**Our Vision**: “Our vision is of an equitable society in which women, children and young people are valued participants, able to determine their own future and are free from all forms of abuse.”

**Our Mission Statement**: “Underpinned by a feminist analysis of domestic abuse, we will work in partnership with others to provide accessible support services for women, children and young people in Fife who have experienced domestic abuse.”

**Job Description**

# Job purpose

The purpose of this post is to support the delivery and development of business services for Fife Women’s Aid which provides services to women, children and young people who have experienced domestic abuse. This role contributes as a senior worker to meeting the aims and objectives of Fife Women’s Aid.

**Reporting to**

Fife Women’s Aid Manager.

# Key activities

Responsible under the general direction of the Manager for overseeing the operational performance of Fife Women’ Aid Finance, Administration, ICT, and business functions. Responsible for overseeing the progressive development of the business systems and the provision of efficient business support to Fife Women’s Aid staff and volunteers.

Direct line management responsibility for Finance and Administration Workers.

1. Take responsibility under the direction of the Manager for the overall financial, administration, and IT functions of Fife Women’s Aid. Provide confidential financial and administration support and information to FWA Finance Sub-Group.

1. Ensure the smooth operation of all finance duties including: staff salaries, pension payments, HMRC payments, expenses, purchasing, invoicing, petty cash and operation of bank accounts. Working with the Management Accountant ensure all processes are followed to allow processing of month end and successful audit processes.

Oversee the insurance and licensing requirements of office and refuge premises.

1. Working closely with the Administration Workers, oversee the coordination of all administration. Ensure submission of annual returns and compliance with Companies House and OSCR reporting regulations.
2. Ensure administration staff are able to provide a comprehensive administrative support service to all areas of Fife Women’s Aid and that accurate records and databases are maintained, updated and utilised appropriately.
3. Develop Fife Women’s Aid administrative processes through a programme of analysis and continuous improvement.
4. Ensure the highest standards of data quality are achieved, maintained and provided for management use.
5. Be the designated Data Controller for Fife Women’s Aid overseeing data protection compliance for all service users and staff.
6. Responsible for the support, supervision and annual appraisal of the administration staff.
7. Co-ordinate the provision and development of IT and communication services across the organisation, working in conjunction with external providers as necessary.
8. Responsible for ensuring administrative support is provided to all Fife Women’s Aid trustee Sub Groups.
9. Work in partnership with the Manager and Team Leaders to ensure compliance with policies and procedures in health & safety and hygiene in Fife Women’s Aid office accommodation
10. Support the Manager in achieving the aims and objectives of FWA, working within and complying with all organisational policies, procedures, legislation and regulatory and funding bodies.
11. Working closely with the Manager to promote a culture of continuous improvement, strong service user focus and collaborative working. Promote effective team communication, team building and strategic planning through collaborative and participatory work practices.
12. Ensure that principles of equality and diversity are embedded throughout all aspects of FWA operational and organisational activities. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the service.
13. Comply with relevant health & safety legislation and good practice as set out in Fife Women’s Aid H&S policies and guidance.
14. Show a commitment to ongoing personal development
15. Perform other duties as reasonably required by the Manager and cover for The Manager in her absence.

# Person Specification

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| --- | --- | --- |
| **Qualifications, Training and Experience**   | Essential  | Desirable  |
| A good understanding of finance and administrative duties within a busy office setting.  | E  |   |
| 2 years’ experience in a similar role  | E |  |
| Sage Payroll and Sage Accounts (or similar packages) and/or work place experience of utilising Sage (or similar)  | E  |   |
| Experience in line managing staff in both formal and informal settings   | E  |   |
| Good level of IT competence across all Microsoft Office applications.  | E  |   |
| Experience of work to/with a board of Directors |  | D |
| Knowledge of Data Protection Legislation and good practice  |   | D  |
|   |   |   |
| **Competencies**   |   |   |
| Excellent communication and interpersonal skills  |  E  |   |
| Good leadership skills with experience of managing individuals  |  E  |   |
| Good organisational and IT skills appropriate to level of role |  E  |   |
| Ability to prioritise tasks, meet deadlines and delegate effectively  |  E  |   |
| Proven ability to work effectively with partnership agencies and promote stakeholder engagement  |  E  |   |
| Knowledge of the causes and effects of domestic abuse and understanding of a feminist approach to domestic abuse  |  E |  |
|   |   |   |
| **Personal Qualities**   |   |   |
| Committed, effective and collaborative  | E  |   |
| Demonstrate a positive and solution focused approach to challenges  | E  |   |
| Self motivated and with the ability to motivate others  | E  |   |
| Flexible and responsive approach with ability to adapt to meet the needs of the organisation  | E  |   |
| Commitment to the principles of equality & diversity.  | E  |   |
|   |   |   |
| **Special Requirements**   |   |   |
| Able to work flexibly including occasional evenings and weekends. | E  |   |
| Ability to travel within and out with Fife  | E  |   |
| Ability to have business motor insurance if required  | E  |   |
|   |   |   |
| **Organisational Culture**   |   |   |
|  Fife Women’s Aid is committed to bringing an end to domestic abuse and providing a high standard of service to its service users and other stakeholders. The post holder must subscribe to the feminist analysis of domestic abuse and share a commitment to achieving the objectives of Fife Women’s Aid.   |

Fife Women’s Aid strives to be an equal opportunities employer

Fife Women’s Aid welcomes applications from women from all sectors of the community. Under Schedule 9 of the Equality Act 2010 only women are eligible to apply.

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