



## **Business Support Officer**

### **Job Description**

Together – Scottish Alliance for Children's Rights

---

*Hours:* 0.6 FTE (21 hours/week)

*Salary:* £24,698 (pro-rata)

*Location:* Temporarily remote.  
Otherwise Together, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ

*Duration:* The post is time limited to the end of March 2022 with the possibility of extension.

*Responsible to:* Director

***Purpose:***

The Business Support Officer will contribute to Together (Scottish Alliance for Children's Rights)'s mission to inspire and enable everyone in Scotland to put children and young people's human rights at the heart of everything they do in line with the Strategic Plan. Working with the Director, the post is responsible for the oversight of all the necessary financial, IT, people and office management support functions needed to ensure the efficient operation of the organisation. Throughout the role, the post-holder will be expected to involve Together's membership – including children and young people – whenever possible and appropriate.

***Closing Date:*** 5pm Tuesday 3rd November 2020. Interviews will take place remotely in the week of 16th November.

## ***Main Duties and Responsibilities:***

### Finance

- Ensure up to date accurate financial information is available to the Director and Trustees in line with agreed Financial Procedures.
- Process invoices (including membership invoices) and expenses claims for authorisation and payment, checking for accuracy, allocating codes, and for recording/documentation. Issue receipts for all income received.
- Maintain the petty cash system, checking and coding transactions and preparing period end documentation and reconciliation.
- Support the Director and Treasurer to prepare the quarterly and annual budget reports and information for Together's Board meetings, sub-committees and annual report.
- Put together financial information for funding applications and prepare and submit grant claims.
- Support the Director to oversee payroll administration and manage monthly pension payments to ensure compliance with the Pensions Regulator.

### IT and records

- Support the smooth-running of Together's IT systems, including setting up and maintaining Office 365, Dropbox, Zoom and other accounts.
- Develop and maintain Together's membership system and maintain accurate records in coordination with the Membership Outreach Assistant.
- Oversee the administration of PVG applications for staff, interns and Trustees.

### Executive Support to the Board of Trustees

- Prepare papers and produce minutes for Board and Subgroup meetings in liaison with the Director and Board members.
- Support the Board as it reviews policies and procedures in line with good governance.
- Book meeting rooms and teleconference facilities for Board and Subgroup meetings.
- Support the Company Secretary to meet Companies House and OSCR requirements.
- Maintain an efficient system for the booking/use of meeting rooms and notification of meetings as appropriate. Order catering for events and meetings when needed.
- Make travel and accommodation bookings for staff, interns and Trustees when appropriate.
- Provide corporate services administration such as renewing IT licenses and insurance policies and overseeing the generic email inbox.

### Other

- Contribute to the general administration, well running and development of Together.
- Ensure a safe and effective working environment.
- Provide support to interns and volunteers.
- Contribute to regular team meetings.
- Carry out other duties consistent with the job purpose as required.

## ***Person Specification:***

### Knowledge including necessary qualifications:

- |           |   |
|-----------|---|
| Essential | <ul style="list-style-type: none"><li>• Educated to degree level or equivalent experience.</li><li>• Demonstrated ability to set up and maintain financial procedures i.e. budget monitoring and processing invoices.</li><li>• Strong IT skills, especially Excel and QuickBooks or similar financial recordkeeping software.</li><li>• Ability and enthusiasm to work creatively and independently with an appropriate amount of supervision.</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• An understanding of children's human rights.</li></ul>  |

### Experience

- |           |  |
|-----------|--|
| Essential | <ul style="list-style-type: none"><li>• Experience of administrative planning and co-ordination.</li><li>• Experience of business support functions, including finance, HR and office management.</li><li>• Experience of using a wide range of software packages.</li><li>• Experience of supporting IT networks using Dropbox, Office 365, Zoom or similar network software.</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• Experience of working with and supporting children and young people.</li><li>• Experience of working in the NGO sector.</li><li>• Experience in oversight of office.</li><li>• Experience of supporting the development of funding applications.</li></ul>   |

In line with Together's Child Protection and Safeguarding Policy, all employees will have to undergo appropriate Disclosure and Protection of Vulnerable Groups (PVG) checks, including for suitability.

### ***Summary terms and conditions of employment:***

|                   |   |
|-------------------|---|
| Salary:           | £24,698 (pro-rata)  |
| Working week:     | 21 hours/week (0.6 FTE) with 1 hour unpaid for lunch. Some flexibility will be required.  |
| Annual leave:     | 20.4 days annual leave, including public holidays (FTE 25 days annual leave plus 9 public holidays).  |
| Place of Work:    | Temporarily remote. Normal place of work is central Edinburgh. Some travel may be required.   |
| Pension:          | Together (Scottish Alliance for Children's Rights) will contribute 6% of salary to a recognised personal pension scheme of your choice.   |
| Probation period: | The post is subject to a 3 month probationary period. Following successful completion of the probationary period the notice period will be 1 month.                                       |
| Sick pay:         | Employees are entitled to 1 month's full pay and 1 month's half pay within any 12 month period. In the first year of employment, this entitlement is pro rata to their length of service. |

***Background Information:***

Together is an alliance of Scottish children's charities that works towards all children in Scotland being able to enjoy their rights according to the UN Convention on the Rights of the Child (UNCRC) and other human rights treaties. This is achieved by improving the awareness, understanding and implementation of the children's rights through:

- Ensuring our members are involved, consulted and influence our work to progress children's rights.
- Progressing the implementation of children's rights at a local and national level through the provision of support, expertise and robust scrutiny.
- Being recognised by our membership and decision-makers as the informed voice that advocates for children's rights in Scotland.
- Being recognised as an authoritative and respected voice and commentator on the state of children's rights in Scotland.

Our growing membership is made up of a range of non-governmental organisations (NGOs), from small local playgroups through to large international charities, alongside individuals, academics and professionals with an interest in children's rights.