



Freephone Support Line: 0808 802 5555

Business Line: 01383 732289

Web: www.fifewomensaid.org.uk

Email: info@fifewomensaid.org.uk

JOB DESCRIPTION

Job Title:	Business Senior
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Job purpose: The purpose of this post is to support the smooth running of the Business Support and Management teams, governance compliance and to act as Company Secretary

Reporting to: CEO

Key responsibilities:

1. Work as part of the Business Support Team and Management Team.
2. Line management of business support administration staff, including apprentices as required.
3. Provide confidential administrative assistance as required, including drafting of correspondence and managing confidential files.
4. Administration of Companies House requirements.
5. Deal with OSCR-related matters and documentation.
6. Oversee financial reporting.
7. Work with accountants to ensure prompt filing of all accounts-related documents.
8. Ensure compliance with a range of processes, including access to work scheme for employees, OSCR, Companies House administration, Care Inspectorate requirements, Scottish Social Services registration, GDPR, confidential waste, asset register, risk register, organisational contingency plan, insurance requirements, procurement, tendering and contract negotiation.
9. Oversee the procurement and operation of ICT processes, including IT, office phones, mobile phones, internet, cyber security.
10. Oversee health and safety procedures, including driver compliance, lone working, display screen assessments and covid measures.
11. Liaise with landlord and oversee security, cleaning and maintenance of office.
12. Perform other duties as reasonably required by Operational Lead and CEO.



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PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
A qualification in business, financial record keeping, or a related field would be an advantage		D
At least three years of experience in a similar role	E	
Experience in the charity sector would be an advantage		D
Competencies	Essential	Desirable
Good written and verbal communication skills	E	
Experience of managing staff	E	
Experience of managing budgets	E	
Good organisational & IT skills	E	
Ability to prioritise, work on own initiative and within a team to achieve objectives	E	
Personal qualities	Essential	Desirable
Discrete and able to handle confidential information	E	
Special requirements	Essential	Desirable
Commitment to equal opportunities and anti-discriminatory practice	E	
Able to work flexibly as required	E	
Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users	E	
Membership of PVG (Protection of Vulnerable Groups) Scheme required	E	

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post and does not form part of terms and conditions of employment.



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Organisational culture

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder must support trauma informed practice, the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

Fife Women's Aid provides single sex services. These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community