

**Job Description Business Support Officer**

**Salary: £27000 per** annum for full time staff (35 hour working week)

**Employer:**  Home-Start West Lothian

**Accountability**: Chief Executive, Home-Start West Lothian

**Direct Reports:** None

**Purpose of the job:**

The Business Support Officer is responsible for overseeing the effective running of all administration and finance activities for Home-Start West Lothian.

**Main Responsibilities**

**Financial**

* Manage and maintain Home-Start West Lothian accounts, including posting all creditors, debtors, invoices and payments, logging expenditure and income against budget within accounting package (Quickbooks), and effective record management
* Code expenditure to budget line as directed by staff and Chief Executive
* Maintaining financial files and records in accordance with Home-Start West Lothian’s financial policies and procedures, processing bills, invoices and travel expenses.
* Undertake monthly bank reconciliations of debit cards and bank accounts
* Operation of monthly payroll in liaison with payroll provider, company pension scheme and staff expense claims.
* Completing the gift aid claim process, ensuring accurate claims are submitted reflecting all current legislation and monies recovered in a timely manner.
* Manage creditors via invoicing schedule and reminders.
* Prepare financial reports:
  + Monthly financial reports of income and expenditure against budget
  + Develop and implement operational financial reporting systems
  + End of year income and expenditure reports alongside Independent Examination process
* Contribute to annual budget setting
* Attendance at Finance & Fundraising Sub Group and supporting the activities of the Treasurer

**General office duties and administration**

* Supporting recruitment activities such as scheduling interviews and organising references
* Manage shared email box
* Support staff in the use of common IT, Finance and HR systems
* Inputting data into the CRM system
* Collate board reports, annual report and KPIs for funders
* Filing and mailing (both by email and by post)
* Monitoring office supplies
* Assisting with hospitality for visitors to the office

**Scheme administration**

* Contribute to the effective day to day operation of Home-Start in accordance with the Home-Start Memorandum & Articles of Association, Home-Start, Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
* Comply with the scheme's policies, procedures, administration, monitoring and financial systems.

**Supporting the Work of the Organisation**

* Promote Home-Start West Lothian at events
* Network appropriately within the community to ensure knowledge of supports available to families
* Undertake joint work with other Home-Start schemes and partner agencies to promote our organisation
* Support the review and implementation of all Home-Start’s policies and procedures
* Contribute to the development of Home-Start regionally and nationally

**Working as part of a team**

* Working with the team to deliver the operational plan each year
* Contributing to the effective day to day management of the service
* Attend team meetings and planning days
* Work flexibly with colleagues to provide a joined up and consistent service

**Equal Opportunities**

Adopt an approach which challenges within self and others, attitudes, assumptions and behaviours which discriminate, prevent participation and foster disadvantage. In all areas of work, to show a commitment to implementing Home Start West Lothian’s Equality, fairness and Diversity Policy, including monitoring and evaluation.

**Qualifications**

HNC in Administration and Finance qualification or equivalent experience is required. The candidate must undertake an enhanced PVG check. An accounting/finance or relevant degree is desirable but not essential.

**Experience**

Experience of working in an office environment is essential as is an understanding of managing data. An understanding of the difficulties experienced by vulnerable families and good interpersonal and communication skills are required.

This job description is not exhaustive; the post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.