



Beira's Place Edinburgh Women's Sexual Assault Support Centre

Deputy Chief Executive Officer JOB DESCRIPTION and PERSON SPECIFICATION

TITLE:	Deputy Chief Executive Officer
SALARY:	£38,400 plus 6% pension contributions (£48,000 fte)
HOURS:	28 hours a week
LEAVE ENTITLEMENT:	30 days p/a + 10 days public holidays (pro rata)
RESPONSIBLE TO:	Chief Executive Officer

Responsibilities

It is expected that the Deputy CEO will have a strong commitment to providing direct support services to women and girls from aged 16 years, in a single sex, women only environment. The Deputy CEO will be responsible to the organisation's Chief Executive Officer for maintaining the working principles, objectives and policies of Beira's Place (EWSASC) including to:

1. Provide HR support, financial oversight, governance support and supervision to staff at Beira's Place
2. Maintaining confidentiality across the organisation
3. Deputise for the Chief Executive Officer where necessary
4. Participate in regular support and supervision sessions with the Chief Executive Officer
5. Attend internal and external meetings as appropriate to the post
6. Participate in an ongoing programme of training and continuing personal development where appropriate.

Duties:

HR Duties

- Recruitment and selection of staff in partnership with CEO and Board
- Maintaining personnel files
- Induction of staff
- Preparation of contracts of employment
- Managing payroll services and liaising with payroll provider
- Developing and updating policies and procedures in line with legislative changes and good practice
- Managing employee relations in relation to policies and procedures
- Comprehensive record keeping
- Recording annual leave records, staff timesheets, sickness leave and other leave appropriately.
- Absence monitoring

Finance Duties

- Oversight of all financial transactions for the organisation
- Oversight of salary payments, salary scales, increments
- Maintaining payroll records
- Oversight of invoices, payments, and direct debits from the organisation's bank account
- Oversight of all I&E & petty cash transactions on excel spreadsheets
- Oversight of petty cash system
- Preparation of annual budgets
- Liaison with accountant and agreeing year-end figures
- Presenting audit to the Board of Directors
- Financial reports to the Board of Directors
- Monitoring and ordering supplies

Legal and Governance Duties

- Attendance at Board meetings and minute taking
- Working with the CEO to develop and deliver the strategic plan
- Reporting to Board where appropriate
- Ensuring appropriate insurance coverage for the organisation
- Oversight of maintenance contracts and repairs where necessary
- Deputising for the CEO where necessary

Other Duties
<ul style="list-style-type: none">• Supervision of Office Manager• Joint supervision, with the CEO, of the Support Service Co-ordinator

Person Specification

Specification	E	D
Human Resources Management		
Proven track record in HR and management of staff	X	
Experience of staff supervision	X	
Clear working knowledge of good HR practice	X	
Experience of recruitment, selection and induction of staff	X	
Experience of production of staff contracts of employment	X	
Good general knowledge of HR legislation and its practical application while working within an organisation's policies and procedures	X	
Financial Management		
Proven track record in a financial management role	X	
Experience and understanding of budget preparation, overseeing audit, overseeing salaries, increments and liaison with accountants.	X	
Experience of preparation of financial reports for Board meetings	X	
Experience of building management, insurances, legal documents relating to building and public/employee liability	X	
Other		
Awareness of issues in, and approaches to violence against women		X
Experience of deputising for a manager/CEO	X	
Experience of minute taking and servicing a Board of Directors		X
Good organisational skills and accurate record keeping skills	X	