



## Job Description

### Business Support Manager

**Salary:** £31,218 – £33,558, pro rata for part time staff

**Hours:** 28-35 hours per week, negotiable

**Employer:** Home-Start Edinburgh

**Accountability:** Chief Executive

**Direct Reports:** Finance Officer, Admin Volunteers

#### **Purpose of the job:**

To develop and maintain efficient business support functions that enable Home-Start Edinburgh to operate effectively and deliver their vision for Edinburgh's children.

#### **Main Responsibilities**

##### **Finance**

- Provide oversight of all financial operations in collaboration with the Finance Officer, ensuring effective systems and controls are in place, including:
  - Performance against budgets and forecasts,
  - Highlighting variances and,
  - Advising the Chief Executive and Board.
- Work with the Finance Officer to prepare management accounts, quarterly and annual financial reports, and support the Independent Examination/Audit process.
- Support the Chief Executive and Treasurer with annual budget setting and financial planning.
- Ensure compliance with financial policies, procedures and statutory requirements.
- Provide guidance and support to staff involved in day-to-day financial tasks to maintain accuracy and efficiency.

##### **HR**

- Ensure staff and volunteer recruitment procedures follow good practice and Home-Start UK policies.
- Ensure employees adhere to policies and procedures.
- Co-ordinate staff training and identify development needs.
- Maintain up-to-date employee records, including absence management.
- Quality assure HR processes such as appraisals, supervision, annual leave and staff files.

## **Health & Safety**

- Ensure that Home-Start Edinburgh's Health & Safety policies and procedures are effectively implemented and regularly reviewed.
- Take responsibility for maintaining a safe and healthy working environment for staff, volunteers, families and visitors.
- Oversee risk assessments for the office and activities, ensuring that control measures are in place and followed.
- Monitor and report any incidents, accidents or near misses in line with organisational procedures.
- Promote a positive Health & Safety culture across the organisation, providing guidance and training where needed.
- Work collaboratively with the CEO, Board of Trustees and staff team to ensure compliance with statutory Health & Safety requirements.

## **Leadership and Operational Management**

- Lead, motivate and support the staff team to deliver effective services aligned with Home-Start Edinburgh's vision and values.
- Promote diversity to reach families most in need.
- Maintain and review policies and procedures, handling staffing matters accordingly.
- Promote strong teamwork and staff involvement in the charity's development.
- Identify and implement improvements to practices and processes.

## **General Administration**

- Oversee general office administration with the Administrator.
- Support other areas of the organisation, including volunteering, group and family support.
- Supervise the administration team, ensuring effective direction and development.
- Support health and safety management of the workspace and staff wellbeing, with the CEO, Trustees and staff team.

## **Home-Start Edinburgh and Wider Context**

- Model behaviours consistent with Home-Start Edinburgh's values.
- Take a proactive approach to personal learning and development.
- Attend supervision, team and other meetings as required.
- Promote and develop Home-Start's work locally, regionally and nationally.

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.