

**JOB DESCRIPTION Business Support Administrator**

<b>Reports to:</b> Business & Compliance Manager	<b>Responsible for:</b> n/a
<b>Date:</b> June 2020	<b>Salary band:</b> £15,000 - £21,000 pro rata

**Role and Responsibilities**

This is a wide ranging role covering all aspects of business services and needs the post holder to work flexibly with other members of the business and compliance team to process transactions, manage information and produce reports effectively and in line with organisational standards and processes.

<b>Key Tasks</b>	<b>% time spent</b>
<b>Finance - Sales ledger</b> Processes sales ledger transactions, including <ul style="list-style-type: none"> <li>• Raising invoices and contracts (using functionality of Cinolla to the maximum)</li> <li>• receipts from all sources</li> </ul> Ensures invoices are paid when due and follow up overdue amounts effectively and, when necessary, with sales colleagues.	15
<b>Finance – purchasing</b> Processes purchase orders, expenses and invoices in line with current organisational procedures and standards.  Resolves supplier queries effectively.	15
<b>HR</b> Supports the Senior Administrator in <ul style="list-style-type: none"> <li>• providing timely, reliable information for payroll processing.</li> <li>• Ensuring Brathay’s staff database is maintained and kept up to date for all changes in staff personal and employment details and provides a consistent high-quality source of information to colleagues.</li> <li>• Producing monthly reports directly from absence, payroll, probationary reviews, 121 and appraisals and other systems in an integrated and efficient way.</li> <li>• Issuing salary review, variation letters etc by exception when they cannot be centrally generated.</li> <li>• Managing organisational training and training records.</li> <li>• Dealing with ad hoc requests eg, employment references, student loan letters etc.</li> <li>• Organising recruitment advertising.</li> </ul>	30

**JOB DESCRIPTION Business Support Administrator**

<p><b>Compliance</b>  Supports the senior administrator in producing regular reports direct from the following central reporting systems and share with management, including</p> <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Data protection</li> </ul> <p>Supports the Senior Business Support Administrator with maintaining insurance process including the motor fleet and driver declarations.</p> <p>Supports documentation production for internal and external audits as required.</p> <p>Supports the Senior Business Support Administrator with the internal policy renewal system and Hospitality &amp; Gift declarations reporting.</p>	20
<p><b>All areas</b>  Support in the development of a new process is to ensure the business services team</p> <ul style="list-style-type: none"> <li>• Has simple, effective, efficient processes that meet the needs of users</li> <li>• Uses current technology, eg form builders, to minimise the handling of data and information</li> </ul>	20
<p><b>Miscellaneous</b>  In addition to the duties listed here, the post holder is required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills, abilities and grade.</p>	

**Skills and Experience**

Essential

- good IT skills, particularly Outlook, Word , Excel and Sharepoint, the drive and ability to develop
- a good level of numeracy
- professionalism and commitment
- good oral and written communication skills
- strong interpersonal and teamwork skills
- confidence to know where your expertise ends and another team member's begins
- a lively and enquiring mind with a logical approach to work, combined with analytical and problem-solving skills
- a willingness to enquire and challenge when things do not make sense in order to help bring about better working practices
- organisational skills with the ability to work under pressure and to deadlines
- good attention to detail
- good communication and presentation skills
- self-motivated, with a drive to find improvements and efficiencies
- honesty and discretion
- flexibility to respond to changes in business needs with a positive attitude

Desirable

**JOB DESCRIPTION Business Support Administrator**

- experience of working with payroll systems
- experience of working with finance systems
- experience of working with form builders
- an active interest in the charitable sector and the work of Brathay

**Education and Qualifications**

- GCSE Maths and English, or equivalent
- A relevant qualification in either finance or HR at level 3 or above, or equivalent experience.

**Limits of Authority**

This role does not have any financial authority.

**Other Essential**

- **Mission, Legal Responsibilities and Policies:** participates in the development of, and adheres to, the Trust's mission and values, plan, practice, and agreed policies
- **Health & Safety:** adheres to Brathay's Health & Safety policy and procedures and any other statutory H&S requirements
- **Equal Opportunities etc:** adheres to Brathay's Equality & Diversity policy, Safeguarding policy and any other policies that may be in force from time to time
- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, holidays etc. [Specifically in this role, the jobholder will need to be flexible with regard to occasional travel, evenings and weekends]
- **Team-working:** co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time
- **Research:** contributes to the research activity of the Brathay Research Hub

It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**I understand and accept the above job description and agree to carry out the functions and duties of this post.**

Signed:

Date: