



**Business Support Officer, Bradford Services**

**37 hours per week**

**Family Action Grade 2 (lower): £19,974 – £22,584 per annum**

**Permanent Contract**

Family Action is offering an exciting opportunity for a dynamic Business Support Officer to work across our innovative and highly regarded Bradford Services including Perinatal Support, Survive and Thrive, Children's Trauma Therapy and Welfare Benefits and Debt Advice.

The Perinatal Support Service is a Better Start Bradford project. This project is funded by The National Lottery Community Fund which supports children in Bowling and Barkerend, Bradford Moor and Little Horton get the best start in life. They provide more than 20 projects for pregnant women and families with children aged under four, which aim to improve children's emotional and social development, communication and language skills and nutrition. For more information about Better Start Bradford, please visit [www.betterstartbradford.org.uk](http://www.betterstartbradford.org.uk).

As Business Support Officer, you will oversee financial systems and carry out finance tasks which will include processing invoices, coordinating financial monitoring, checking management accounts and setting budgets alongside Service Managers. In addition you will oversee administrative systems, coordinating an admin team with responsibility for supervising a small number of administrative staff and ensuring all administrative tasks are carried out to a high standard. In addition you will coordinate health and Safety, and admin recruitment processes across the Family Action Services and lead on the management of our local office bases. You will be part of a friendly and supportive staff group and will work alongside local managers providing quality admin support.

Our Values: People focus, Mutual Respect, Excellence-in-all-we do and a Can-Do attitude.

If you can relate to these and have the necessary skills and attitude we can offer you:

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and ongoing quality training
- The opportunity to become part of FA initiatives
- Flexible working hours
- Managed workloads with regular supportive and reflective supervision

Where appropriate appointments are subject to Family Action receiving an enhanced disclosure from the Disclosure and Barring Service that we consider acceptable.

**For an application pack and further information, please visit [www.family-action.org.uk/workingwithus](http://www.family-action.org.uk/workingwithus)**

Please email completed applications to: [completed.application14@family-action.org.uk](mailto:completed.application14@family-action.org.uk)

**Closing date:** 1<sup>st</sup> November 2020, midnight

**Interview date:** W/C 11<sup>th</sup> November 2020

Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.