

Job Profile

Job Title: Business Manager Fife Women's Aid

Background

Fife Women's Aid (FWA) is a registered Scottish charity and a company limited by guarantee with around 30 years' experience of providing services to women, children and young people who have experienced domestic abuse.

Our Vision: "Our vision is of an equitable society in which women, children and young people are valued participants, able to determine their own future and are free from all forms of abuse."

Our Mission Statement: "Underpinned by a feminist analysis of domestic abuse, we will work in partnership with others to provide accessible support services for women, children and young people in Fife who have experienced domestic abuse."

Job Description

Job purpose

The purpose of this post is to support the delivery and development of business services for Fife Women's Aid which provides services to women, children and young people who have experienced domestic abuse. This role contributes as a Manager to meeting the aims and objectives of Fife Women's Aid.

Reporting to

Fife Women's Aid Manager.

Key activities

Responsible under the general direction of the Manager for the operational performance of Fife Women's Aid Finance, Administration, ICT, HR and business functions. Responsible for the progressive development of Fife Women's Aid business systems and the provision of efficient business support to Fife Women's Aid staff and Fife Women's Aid Board of Trustees.

Direct line management responsibility for Finance and Administration Workers.

1. Take responsibility under the direction of the Manager for the overall financial, administration, HR and IT functions of Fife Women's Aid. Provide confidential financial and administration support and information to FWA Board of Trustees and be part of FWA Finance Sub-Group. Attend Board meetings and report to FWA Board regarding all aspects of the business requirements of Fife Women's Aid.

Assist the Board to regularly review, monitor and evaluate the organisation's finances, risk management, business plan and future business development needs.

2. Working closely with finance worker, ensure the smooth operation of all finance duties including: staff salaries, pension payments, HMRC payments, expenses, purchasing, invoicing, petty cash and operation of bank accounts.

Oversee the insurance and licensing requirements of office and refuge premises.

Ensure the maintenance of accurate financial records and the distribution of finance information.

Responsible for the preparation of all budgets and ongoing budget monitoring as required by FWA or external funding organisations.

Undertake the development and implementation of Fife Women's Aid fundraising strategy and lead on the preparation of financial information for funding applications and financial planning.

Ensure submission of annual returns and compliance with Companies House and OSCR reporting regulations.

Prepare annual accounts for external audit

Ensure organisational compliance with FWA's financial systems, policies and procedures.

Responsible for the support, supervision and annual appraisal of the finance staff.

3. Working closely with the Administration Workers, oversee the co-ordination of all administration and HR functions, including accessing external HR advice as required. Ensure administration staff are able to provide a comprehensive administrative support service to all areas of Fife Women's aid that accurate HR records are maintained, updated and utilised appropriately.

Develop Fife Women's Aid administrative processes through a programme of analysis and continuous improvement.

Ensure the highest standards of data quality are achieved, maintained and provided for management use. Be the designated Data Controller for FWA ensuring data protection compliance for all service users and staff.

Responsible for the support, supervision and annual appraisal of the administration staff.

4. Co-ordinate the provision and development of IT and communication services across the organisation, working in conjunction with external providers as necessary.

Responsible for the implementation of FWA IT Strategy and the ongoing development of website, intranet and database systems.

Ensure the provision of IT induction, training and support for frontline staff and the ongoing development of IT solutions to meet business and operational needs

5. Responsible for the implementation of FWA Business, HR, IT and Finance Policies and Procedures ensuring compliance with legislation and good practice. Provide training on these policy areas, as required, for staff, volunteers and Board members of FWA. Take part in the review and update of all relevant policy areas.

6. Identify gaps in services and possible funding opportunities to further develop the services available to women and children affected by domestic abuse. Identify and research potential funding opportunities. Develop proposals for

projects that could attract new funding. Establish links with other voluntary and statutory bodies. Liaise with the Manager for publicity and profile-raising events

7. Support the Manager in achieving the aims and objectives of FWA, working within and complying with all organisational policies, procedures, legislation and regulatory and funding bodies.

8. Working closely with the Manager taking responsibility for promoting a culture of continuous improvement, strong service user focus and collaborative working. Promote effective team communication, team building and strategic planning through collaborative and participatory work practices.

9. Ensure that principles of equality and anti-discriminatory practice are embedded throughout all aspects of FWA operational and organisational activities. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the service.

10. Comply with relevant health & safety legislation and good practice as set out in Fife Women's Aid H&S policies and guidance.

11. Perform other duties as reasonably required by the Manager and show commitment to ongoing personal development.

Person Specification

Qualifications, Training and Experience	Essential	Desirable
A recognised Finance, Accountancy or Business qualification to degree level or equivalent and/or workplace experience and training which gives equivalent level of skill and knowledge.	E	
Sage Payroll and Sage Accounts (or similar packages) training and/or work place experience of utilising Sage (or similar) to an advanced level	E	
Experience in managing staff in both formal and informal settings	E	
Experience in provision of HR support		D
Good level of IT competence across all Microsoft Office applications.	E	
At least 3 years experience in a senior role working on preparation of budgets, financial accounts and financial reporting.	E	
Experience in business planning and development		D
Experience of managing change		D
Knowledge of Data Protection Legislation and good practice		D
Experience in providing training		D
Competencies		
Excellent communication and interpersonal skills	E	

Good leadership skills with experience of managing and developing teams and individuals	E	
Good organisational and IT skills appropriate to level of role	E	
Ability to prioritise tasks, meet deadlines and delegate effectively	E	
Proven ability to work effectively with partnership agencies and promote stakeholder engagement	E	
Knowledge of the causes and effects of domestic abuse and understanding of a feminist approach to domestic abuse		D
Personal Qualities		
Committed, effective and co-operative	E	
Demonstrate a positive and solution focused approach to challenges	E	
Self motivated and with the ability to motivate others	E	
Flexible and responsive approach with ability to adapt to meet the needs of the organisation	E	
Commitment to equal opportunities and anti-discriminatory practice.	E	
Special Requirements		
Able to work flexibly including some evenings and occasional weekend work (All Board meetings are held in the evenings)	E	
Ability to travel within and out with Fife	E	
Ability to have business motor insurance if required	E	
Organisational Culture		
Fife Women's Aid is committed to bringing an end to domestic abuse and providing a high standard of service to its service users and other stakeholders. The post holder must subscribe to the feminist analysis of domestic abuse and share a commitment to achieving the objectives of Fife Women's Aid.		

Fife Women's Aid strives to be an equal opportunities employer
Fife Women's Aid welcomes applications from women from all sectors of the community. Under Schedule 9 of the Equality Act 2010 only women are eligible to apply.

Reg Scottish Charity SC011689

Closing Date for Applications: Friday 15th November
Interview date TBC provisionally either 26th or 27th November

Outline Terms and Conditions

Working hours: 36 hours per week.

The majority of hours will be carried out during office hours **plus** one regular evening meeting per month. Flexibility for other occasional evening or weekend working is also required

Salary: £35, 562

Probationary period: 6 months

Notice period: 1 weeks' notice for first 6 months; 4 weeks' notice thereafter

Annual leave entitlement: 32 days per annum

Public holidays: 4 days

Sick pay: Entitlement in accordance with length of service and is within a 12-month rolling period:

0-6 months – up to 1 week full pay and 1 week half pay

6-12 months – up to 2 weeks full pay and 2 weeks half pay

1-2 years' service – up to 4 weeks full pay and 4 weeks half pay

2-3 years' service – up to 6 weeks full pay and 6 weeks half pay

3-4 years' service – up to 9 weeks full pay and 9 weeks half pay

Over 5 years' service – up to 13 weeks full pay and 13 weeks half pay.

Redundancy: Statutory Redundancy terms.

Pension: Eligible to join pension scheme.

Place of work: Based at Fife Women's Aid office in Dunfermline although this may be subject to change during the duration of this contract.

Post holder will be required to travel to and work across all areas of Fife. Travel to other areas of Scotland for training, meetings etc also required.

A PVG check will be carried out for this position

Background:

Fife Women's Aid is a well established charitable organisation and a company limited by guarantee. Our services are registered with Care Inspectorate and we are affiliated to the national organisation Scottish Women's Aid. We are committed to providing high quality services for women, children and young people who have experienced domestic abuse and increasing training and public awareness on issues of gender inequality.

We operate across Fife, in both urban and rural settings, delivering a range of services including advocacy, counselling, support services, outreach services, refuge accommodation, children and young people's services and a range of multi-agency projects with Education, Police and Social Work Services. Partnership working, including the joint funding and operation of new projects, is extremely important to us, therefore the ability of all staff to work collaboratively and engage well with stakeholders at every level is essential.

We have a staff team of 42 workers, plus volunteers and student placements. Staff are organised into 5 teams; 4 of which are involved in direct service provision; and 1 team which provides business services across the organisation. This senior post will line manage all staff within the Business Team.

The organisation is governed by an experienced Board of Trustees and there is a Manager at the head of the organisation. This post will report directly to the Manager of Fife Women's Aid and will work closely with her to support operational services and connect frontline demand with future development and funding opportunities.

Following a recent re-structure of our management and business functions this is a new post which will focus on the finance and business development of our organisation. As well as overseeing existing business operations this post holder will be central to supporting our board at a strategic level and taking forward our visions for growth and development in these challenging financial times. Our current funding is a varied portfolio including a range of local and national government funding, Big Lottery, smaller project funding and some fundraised income.