

Job Advert

Job title	Business Services Officer
Department	Business Services
Line Manager	Head of Business Services
Salary	Band B starting salary from £19,500 per annum depending on experience
Working Hours	40hrs pw permanent position with the potential for job share or two part time roles specialising in Finance and HR/administration
Location	Head Office, Central Exeter In accordance with government guidance during the Covid pandemic, our team are currently working from home. However, the Business Services Officer would need to come into the office around twice a week to process incoming and outgoing mail.
Closing Date	9am Monday 22 nd March 2021
How to Apply	Please go to www.braininhand.co.uk/careers/ to download and complete the application form and upload to our recruitment portal following the url link to the job. Please contact hr@braininhand.co.uk should you have any queries or wish to discuss the vacancy before applying.
Company Profile	Our technology transforms the lives of people with conditions such as autism, mental health difficulties and learning disabilities, by enabling people to achieve their goals, be more confident and live more independently. We see a future that puts people in control of their own lives, accessing professional support only when they need it. We are a young, fast-growing technology company based in the centre of Exeter and are looking for an exceptional candidate to join our Business Services team to help us manage and improve our internal systems to provide first class support across the business.
Job Description	The Business Services Officer will support the Head of Business Services with HR processes (including recruitment), general administration tasks and management of the office environment. The role also involves supporting our Finance team with basic administration tasks.

<p>Key tasks within the role include (but are not limited to)</p>	<p>HR / Admin tasks:</p> <ul style="list-style-type: none"> • Provide general administration support for all employees including postage processing (incoming and outgoing), stationery orders, scheduling team meetings and appointments. • Organise and ship IT equipment in accordance with business needs. • Organise and administer rail and hotel bookings, room bookings, parking permits and corporate accounts across the company. • Assist with all aspects of HR and induction processes. • Maintain the company organisation chart including departmental responsibilities using our internal HR management system. • Organise and conduct DSE assessments for all employees and identify any additional or modified equipment required. • Assist with all aspects of the office management including Health and Safety considerations. • Assist the Head of Business Services with monthly reporting. • Support the Business Services department to help ensure work processes for HR, admin and Finance are in place for all tasks and are kept up to date and fit for purpose. • Provide telephone answering cover for the HR, admin and Finance teams (via MS Teams). • Jointly administer the Finance and Admin e-mail inbox. • Other adhoc tasks as required. <p>Specific Finance tasks:</p> <ul style="list-style-type: none"> • Support the Finance Team with management of the sales and purchase ledgers ensuring data accuracy, integrity and completeness to include raising sales and purchase invoices. • Check and reconcile bank entries on a daily basis. • Ensure that all new suppliers are entered appropriately on the financial management system.
<p>Essential Skills</p>	<ul style="list-style-type: none"> • Completer/finisher with excellent attention to detail. • Proficiency with MS Office Suite especially Excel, Word and Teams. • Solid organisational and planning skills. • Works on own initiative to plan, manage and prioritise time, while working to strict deadlines. • Analytical mindset with the ability to shape and promote your own ideas. • Customer-focussed outlook. • Excellent team working and communication skills. • A passion for improving peoples' lives.
<p>Desirable Skills</p>	<ul style="list-style-type: none"> • Experience working in a rapidly expanding small business. • An understanding of the potential that Assistive Technology has to change lives and to increase efficiency. • An understanding of the impact hidden impairments may have on learning, confidence and independence. • Experience using an online accounting system. • Experience of working with confidential and personal information.