# The Business Support Team

Working within Business Support at BACKUP is one of those odd roles where the majority of people within the charity know exactly who you are, but you might struggle to put a name to a face as your work covers the whole of the organisation. This means you have to be friendly, approachable and have an understanding that the colleague at the other end of the phone, needs you at this moment in time for a very good reason, so you may have to let them vent a little if they haven’t received the correct salary, or they have had a morning dealing with a very upset and traumatised young person.

Based at Bridgeman House (BACKUP’s Head Office), the Business Support Team provides cover during office hours and makes sure there is always someone available for internal or external queries between 9am and 5pm Monday – Friday.



Business Support plays a crucial role in ensuring the charity runs smoothly and the Team are responsible for a wide variety of tasks that help us function and deliver crucial services to the young people we support, including:

* supporting colleagues within front line service delivery, fundraising, line managers, etc.
* covering for the CEO’ Executive Assistant when absent
* keeping the charity website up to date
* carrying out banking and preparing and collecting petty cash for individual schemes and offices
* managing, monitoring and paying bills
* making sure staff salaries and expenses are paid on time (seen as the most important task of all, let’s be honest)
* monitoring BACKUP’s fixed assets
* claiming Gift Aid on donations
* being the first port of call for IT queries (which they obviously all regret when systems go downs and staff need to access the server)
* managing, monitoring and claiming Housing Benefit

and quite a lot more.

You will not be bored within BST, you will be busy and challenged every day, but you will finish at the end of every one of your work days knowing that by doing what you do, you will have helped BACKUP deliver excellent services to a young person who needed help.

If you’re still interested, please take the time to fill in the Application form.

|  |  |
| --- | --- |
| **Maura Jackson** |  |

