

## Job Vacancy: Full-time position London HQ as the Business Support Officer

Matthew Huish  
April 9, 2019

**We are looking for an enthusiastic, committed and conscientious individual for our newly created position of Business Support Officer.**

This is an exciting opportunity for someone who enjoys the variety of a wide remit of tasks within their role and would like to play a key role in the Charity.

**The Business Support Officer will provide timely services in respect of all finance and human resources administrative tasks for the charity, its regions and affiliates. Further details can be found in the job description.**

**JOB VACANCY**

**35 HRS PER WEEK**

**28 DAYS + 8 BANK HOLIDAYS ANNUAL LEAVE**

**BUSINESS SUPPORT OFFICER**

**SEND YOUR CV TO SYLVIA LAU  
HR@FFWPU.ORG.UK**

**DEADLINE:  
26 APRIL 2019**

Includes 28 Days plus 8 bank holidays of annual leave a year (calculated from January to December).

### [Job Description](#)

**To apply, please submit your CV to Sylvia Lau at [hr@ffwpu.org.uk](mailto:hr@ffwpu.org.uk) no later than **Friday, 26 April 2019**.**

If you would like to find out more information about this new opportunity, please email Sylvia or ring her on 07930 326 179.

*Please note that Sylvia's usual working days are Mondays, Tuesdays and Wednesdays.*



# Family Federation for World Peace and Unification

43 Lancaster Gate, London W2 3NA, UK

Tel : 44 (0) 20 7723 0721

Email : [hq@ffwpu.org.uk](mailto:hq@ffwpu.org.uk) Website: [www.um-uk.org](http://www.um-uk.org)

## Job Description

Job Title	Business Support Officer
Department	Headquarters
Reports to	Business Manager & Finance Manager
Work Schedule	35 hours per week Due to the nature of this position, the post holder must have a flexible approach to working hours and weekend & bank holiday duties.
Location	43 Lancaster Gate, London W2 3NA
Salary	Between £14,942.20 and £16,762.20 per annum depending on experience, skills and qualifications
Possible Start Date	May 2019

**Deadline for Application:** Friday, 26<sup>th</sup> April 2019

### Position Summary

Reporting jointly to the Business Manager and the Finance Manager, the newly created position of Business Support Officer will enable the right candidate to assist with the day to day operations of the financial and human resources functions of FFWPU UK and provide cover for both Managers' absences. Due to the wide ranging roles carried out by the Business Manager and the Finance Manager, the post holder will also be involved in administrative support for the Charity's governing bodies.

This role is for someone who has administrative experience and is interested in developing a career in business and finance. Working in a small team, this varied role can be developed into a broader business and finance role for the right candidate.

### Responsibilities and Duties

#### **General**

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Dealing with internal and external queries regarding business, finance and human resources matters.
- Preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures / administrative systems.
- Maintaining the agenda and action schedule for meetings.
- Any other duties as required by the Line Manager or Management, which are commensurate with the position, to help manage the efficient and timely operation of FFWPU UK.

## **Finance**

- Ensuring invoices are properly coded, authorised, recorded, paid and ensuring all filing is up to date.
- Making payments for departmental monthly allocations.
- Processing donations both to and from FFWPU UK.
- Collecting completed Gift Aid Forms.
- Performing the online daily banking functions, including transferring money where appropriate.
- Banking and cashing cheques as and when required.
- Being responsible for Petty Cash; preparing monthly bank and petty cash accounts.
- Processing employees' and volunteers' expenses, checking claims are supported by valid receipts.
- Posting supporting documents to external company responsible for bookkeeping / accounting.
- Liaising with external company for any payroll queries.
- Giving inductions to new bookkeepers from FFWPU regions and departments.
- Obtaining reimbursements for payments made by HQ on behalf of non-HQ FFWPU entities.

## **Human Resources**

- Preparing job descriptions and co-ordinating advertisements for job vacancies.
- Carrying out pre-employment checks and co-ordinating the induction process.
- Preparing offer letters and employment contracts for new starters.
- Maintaining, filing and archiving all personnel records including sickness and holidays.
- Maintaining the Disclosure and Barring Service (DBS) database.
- Updating and implementing the FFWPU Safeguarding Children and Vulnerable Adults Policy.
- Providing monthly payroll changes to external company responsible for payroll.
- Liaising with external company for any pension queries.
- Assisting with the implementation of the FFWPU Sponsor Licence for missionaries coming from overseas to stay in the UK.
- Assisting with the annual appraisal process for FFWPU staff members.
- Co-ordinating training for FFWPU employees and volunteers, including safeguarding training.
- Documenting grievance and disciplinary issues of FFWPU staff members.

## **Essential Qualifications, Experience and Skills**

- Office experience dealing with accounts and/or administration.
- Experience working in a small to medium team structure.
- Discretion and trustworthiness: the post holder will often be party to confidential information.
- Flexibility and adaptability.
- Excellent verbal and written communication skills in business, finance and human resources matters.
- Strong organisational and time management skills.
- High level of attention to detail.
- The ability to prioritise and multi-task.
- The ability to be proactive, take initiative and work in a small open office environment.
- Intermediate knowledge of Microsoft Office Suite and database systems.



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## Desirable Qualifications, Experience and Skills

- Previous experience of office administration: - especially accounts, bookkeeping, working in finance & / or human resources administration is an advantage.
- The ability to work under pressure and to keep to tight deadlines.
- The ability to research, digest, analyse and present materials clearly and concisely.

## Personal Attributes

- Honesty and reliability.
- The ability to work with minimal supervision.
- Excellent team worker - open and communicative.
- Calm and positive under pressure.
- Conscientious and methodical.
- Strong commitment to high quality.
- Empathy with the work of FFWPU UK.

## Job Dimensions

The post holder has no line management responsibility for FFWPU UK employees and volunteers. He/she has no budgetary responsibility.

## Physical Demands, Work Environment and Travel Requirement

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

**Physical Demands:** While performing duties of this job, employee is required to stand; walk; sit; use hands to fingers, handle or feel or control objects; reach with hands or arms; and talk and hear.

**Work Environment:** The noise level in the work environment is usually moderate.

**Travel Requirement:** This post requires very occasional UK travel, which may involve some overnight stays.

## Risk Management

All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of FFWPU UK, you are required to be risk aware, readily able to identify risks faced by you and by FFWPU UK in the course of your day-to-day employment. Where a new risk is identified, it is to be reported to your Line Manager.