



## Background Info

**Job Title:** Business & Finance Support Officer (temp at present)

**Rate of Pay:** £12 per hour

**Hours:** 2-3 days pw at least initially, flexible, please ask

**Responsible to:** Head of Business & Finance Services

### Job Purpose:

This is a unique temporary role within our business support function to assist across our functional remit of finance, personnel, data, digital and general administration – you will work across both our sites but predominantly at our Machrie Drive site.

### Duties & Responsibilities:

You will ideally have experience or demonstrate aptitude across general administration and/or finance, personnel or IT. Your remit will be to provide support and assistance where needed so you'll be able to adapt and work across different areas with relative ease.

We are fully cloud based utilising Microsoft technology, in particular SharePoint. You should have good broad IT skills as well as specific experience of Office 365 apps and cloud based working.

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## Person Specification

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<b>Experience</b> <ul style="list-style-type: none"><li>▪ Good general administration skills</li><li>▪ Solid experience of Microsoft 365 including SharePoint</li><li>▪ Good MS Excel experience</li></ul>	X	
<b>Knowledge &amp; Awareness, Skills &amp; Abilities</b> <ul style="list-style-type: none"><li>▪ Awareness of the need for joined up working across all central support areas</li><li>▪ Good Strong numeracy, literacy and analytical skills</li><li>▪ Excellent all-round IT skills</li><li>▪ Ability to work on own initiative and as part of the team</li></ul>	X	

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To apply we will accept a CV and a short covering letter to [headoffice@jeely.org.uk](mailto:headoffice@jeely.org.uk)