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<https://jobs.coepirecruitment.com/job/business-support-officer>

Business Support Officer

Description

Our client is looking for Business Support Officer posts within their Children's Service Finance Team.

These posts are office based between various locations.

About the Job

The post holders will work closely with the various social care teams across the service to provide financial support for children and their families.

Duties include updating CareFirst (computerised client record system) with details of financial packages and individual payments, to assist in the operation of Petty Cash and Suspense accounts, to make payments and progress chase the receipt of invoices, to set up and support financial meetings with budget holders and managers.

Responsibilities

To undertake this role you will need to demonstrate:

- Excellent numeracy skills
- The ability to produce accurate work
- Attention to detail
- Clear verbal and written communication skills
- Proven keyboard skills
- Excellent customer care skills
- Proven organisational skills
- A flexible approach to working in a team setting

Essential requirements

Enhanced DBS is required for this position

Reference:

CR930954

Date posted

27 May 2023

Base Salary

£ 10.50

Job Location

Cardiff, Wales

Working Hours

9.00am to 5.00pm / Monday to Friday

Beginning of employment

5th June 2023

Duration of employment

5 months

Employment Type

Full-time, Temporary