

**Business Support Assistant**

Better Understanding of Dementia for Sandwell (Buds) are looking for someone to join our busy team supporting people living with Dementia in Sandwell. You will support the daily administration of Buds services and perform general office and financial duties.

**Location:** Barlow Community Hall, Pound Road, Oldbury

**Closing date: 10th February 2023**

**Interview date: 16th February**

**Contract:** Permanent

**Hours:** 30 hours per week

**Salary:** £11.50 per hour

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| **Main duties – responsible for:** |
| Supporting the Operations Manager and Business Development Manager by ensuring BUDS databases are accurate and up to date. |
| All day-to-day administration duties to include post, filing, telephone calls, minute taking meeting and greeting, arranging refreshments. |
| Assisting with referrals into Buds services.  |
| Assist the Business Development Manager with information required for funding and grant applications. |
| Assisting with data input of financial transactions via Xero accounting database. |
| Filing and archiving of files. |
| Assisting with contact both with families and outside agencies including phone calls and written correspondence.  |
| **General duties – responsible for:** |
| Health & Safety of self and others. |
| Raising the awareness and promoting the services we provide. |
| Maintaining records of resources stationary etc. |
| Undertake any additional duties commensurate to the role. |

**We are looking for someone who has.**

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| An understanding and commitment to Equal Opportunities and Diversity. |
| An understanding of IT and be able to operate Word and Excel documents.  |
| Compassion and demonstrate a commitment to the services delivered by BUDS and those living with Dementia. |
| Can prioritise and manage a varied workload. |
| Is a good team player with the ability to communicate, both written and verbally. |
| Shows a commitment to personal development. |
| Is punctual with good time management skills and meet deadlines. |
| Takes ownership and is accountable within their job role. |

Please contact Sharon Crowley on 0121 565 3721 or email Sharon.Crowley@buds.co.uk for more information and an application pack.