

Business Support Team Leader Grade 7 – Venue Management

Our team is based at Flint Street, Fartown, Huddersfield, however staff are currently working mainly from home. We provide business support to Venues Management, which includes Catering, Cleaning & Caretaking Services. Duties cover a wide range of administration, finance and system development/support. It is a busy working environment with staff working to very strict, reoccurring deadlines. The team are responsible for the management of school meals and milk. A number of systems are in place to manage the process but further development is constantly ongoing.

The team needs a Business Support Team Leader that is an excellent communicator, hardworking, self-motivated and very flexible. Accuracy, producing work to a high standard, problem solving skills and paying attention to detail are also essential requirements.

Previous experience of setting up and managing financial and administrative processes and systems, as well as excellent organisational skills are required. Due to the nature of the work in the team a strong working knowledge of financial systems, reconciliation and analysing financial information is required.

They would need to lead a team, identifying and implementing service delivery improvements. Strong leadership skills, ability to communicate both verbally and in writing and experience of balancing deadlines and priorities are essential.

Here are some of the tasks you might perform in a typical day:

- Management of small Business Support team.
- Providing project support, including research & interpretation.
- Systems development, including implementation & reviewing.
- Financial Management - processing and accounting for cash, cheques, invoices, petty cash & payroll. Reconciliation of accounts and income, analysing financial information.
- Providing complex management and statistical information/reports.
- Respond to complex emails, letters and telephone calls from schools Business Managers, Head Teachers, kitchen staff, internal & external customers. Giving appropriate information and advice.