



Job Title: Business Support Administrator (Finance)

Location: Sutton Coldfield
(Flexible working, including potential WFH)

Hours: Up to 4 hours per week
(Open to discussion with the successful applicant(s) who should include desired hours in covering letter.)

Salary: Hourly rate £13.85 – £14.69 (depending on experience)

Benefits:

- Generous company pension scheme
- Ongoing training and development, including practicums, with experienced therapists
- Hybrid working set up allowance if required and IT support

About Us:

Established in 2018, Beacon Family Services is a not-for-profit, therapeutic family support agency in the West Midlands. We work with children, parents, carers, teachers, social workers, and other professionals.

Our commissioned and grant-funded services make a real difference in the lives of children and families. They are designed to strengthen attachment relationships and address the social and mental health needs of children, especially those who have experienced trauma. We also offer high-level clinical support to adoptive, fostering and special guardianship families.

We believe in the power of relationships, authenticity, and inclusivity. Our fresh and impactful approach supports children and their families in building strong, secure relationships through creative and play-based therapies. We're a friendly and supportive team dedicated to making a real difference.



Role Purpose

The purpose of this role is to support the day-to-day operational delivery of Beacon Family Services.

This role requires a resourceful and dependable individual who thrives when working proactively to organise and problem solve to support staff, commissioners and service users. Our ideal candidate will be approachable, reliable and conscientious. They will play a key role in ensuring that we have effective and efficient administration services to support the organisation and evolve these as we grow. They will also play a supporting role in ensuring our financial sustainability, compliance and accurate reporting and will support the Business Manager in ensuring smooth day-to-day running.

Key Responsibilities

- Support commissioner relationships through monthly invoicing and credit control building good working relationships especially with local authority finance departments.
- Assist in gathering information for the accountant to prepare monthly payroll and annual accounts, including the collection and verification of timesheets from PAYE staff and invoices from subcontractors to ensure accuracy and timely processing.
- Assisting with staff compliance regarding HR procedures, such as tracking annual leave and checking professional registration documents.
- Role Profile Support with other general administration as required including engagement with our service users around enquiries and measuring our social impact.



Why Join Us?

- Be part of a supportive, friendly team dedicated to impactful and meaningful work.
- Engage in a role that promotes genuine relationships and inclusivity.
- Enjoy flexible working arrangements and continuous professional growth.



How to Apply

Please submit your CV and a covering letter to Lauren Street:

admin@beaconservices.org.uk

Include your desired hours, and join us in making a positive difference in the lives of children and families.

Equality and diversity: Beacon Family Services is dedicated to equal opportunity and reflecting the diverse communities we support. We value all individuals, regardless of age, disability, gender, marital status, pregnancy, race, nationality, religion, or sexual orientation. Applications are judged equally based on ability, experience, values, and qualifications. We believe a diverse workforce best serves our clients and are committed to anti-racism and inclusivity.

Safeguarding and GDPR: By applying, your personal data will be recorded, stored, processed, and used for safer recruitment in line with our Privacy Policy. If your application is unsuccessful, all information will be securely destroyed after six months per our retention policy.