Small Steps Values: We are positive, compassionate and family focused.
We deliver excellence, with integrity.

Business Assistant – Small Steps SfP

Small Steps (http://www.smallsteps.org.uk) is an established children's charity based in Richmond, supporting young children with physical disabilities and their families. As a registered charity Small Steps receives no statutory funding and all income is raised through the generosity of individuals, corporate partners, grant funders and the wider community.

Following the launch of our four-year strategy in 2024, we are looking to expand our reach and enable more children to benefit from our early intervention model based on conductive education principles.

To support this growth, Small Steps is looking for a Business Assistant to work alongside the Business Manager, assisting with the administration of all things business related, including finance, premises, health and safety and HR.

The Role

The Business Assistant will work closely with and report directly to the Business Manager. This is a new role. The post-holder has a responsibility to develop it accordingly. In time the job description will be reviewed and is subject to amendment in consultation with the post-holder.

Tasks and accountabilities will include, but not limited to:

- Assisting with financial tasks including preparation of monthly finance reports
- Paying in of cheques/cash at HSBC Bank
- Assist with the rollout of Xero software, ensuring accurate reporting of all income and expenditure needed for year-end accounts
- Paying invoices, administering receipts, writing thank-you's and maintaining Gift Aid declarations
- Maintaining staff training records and booking statutory training
- Assisting with the administration of volunteers
- Maintaining online giving / platform records
- Maintaining COSHH safety data sheets
- Assisting with preparation for sub-committees – collecting and circulating paperwork, attending and taking minutes.

The successful candidate will have experience in a finance/office environment, with knowledge of Xero, Word, Excel. They will have excellent organisational skills and attention to detail. They will have good verbal and written communication skills and a proactive approach to resolving queries and obtaining information. They will be able to work independently and to manage competing priorities. And they will

be a team player. Familiarity with CRM's and a local connection to Richmond may be advantageous. Additional on-the-job training will be provided.

Interested? If you are an experienced Business Assistant wanting to provide high level support that will really make a difference, we would love to hear from you. Or, if you are at the start of your career but with a positive, can-do attitude, we would love to hear from you too.

This is a permanent, full-time year-round position with a generous eight-week annual leave benefit (including bank holidays).

To apply, send your CV and a covering letter to nicola@smallsteps.org.uk *for further details. Expressions of interest will be dealt with on a rolling basis.*

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